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ABSTRACT

This update of a 1977 training manual is designed for use by student assistants in the government documents section of John Grant Crabbe Library at Eastern Kentucky University. A brief introduction is followed by: (1) floor plans of the library; (2) a description of the documents collection including types of works and classification systems; (3) explanations of the major indexes and finding tools; (4) information on the policies for the circulation of materials; (5) explanations of the statistics on public service functions that are collected on a daily basis; (6) policies directly related to student workers; and (7) a discussion of the responsibilities of the student assistants. Three appendixes include a glossary; a list of abbreviations; and a list of letter designations for federal agencies and commissions. (CGD)

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STUDENT ASSISTANTS IN GOVERNMENT DOCUMENTS, JOHN GRANT CRABBE LIBRARY, EASTERN KENTUCKY UNIVERSITY: A TRAINING MANUAL

by

Cynthia Etkin
Government Documents and Law Librarian

November 1988

IR052689

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Cynthis L. Etkin

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

PREFACE

Students entering a university for the first time are generally aware of, or are quickly introduced to the resources available in the library. However, government documents usually remain a mystery. For many students their first introduction to government publications does not come until they are well into their junior or senior year or even in graduate school. Unfortunately, this ushering in is often hurried and inadequate.

This manual is aimed at introducing all student assistants in the Government Documents Section, John Grant Crabbe Library, Eastern Kentucky University, Richmond, Kentucky, to the world of government publications. Some of the major tools used in retrieving documents and how to use them, as well as policies and procedures of the Section, are covered in this manual.

It is felt that if students could have a background knowledge of the Documents Section, how it operates, and its major resource tools, they could better utilize their knowledge and their own abilities in work performance. Thus, this manual was designed to be used for training student assistants in our area.

It must be noted that this Training Manual supercedes the 1977 Student Manual. Many changes have occurred since 1977 so the need for revamping was present. Of course much of the same information is still included, but the format and structure of the manual has completely changed.

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INTRODUCTION

A government document is material that is researched or published by a government agency, regardless of subject or format. All levels of government publish information. Documents may originate from the Richmond city government, the state of Kentucky (or any of the other forty-nine states), the United States government, a foreign government, or from international organizations such as the United Nations, NATO, or the World Bank. There are materials published encompassing every area and aspect of our modern society, from how to buy a Christmas tree to in-depth studies on controlling hazardous substances to statistical information concerning the economy to Congressional hearings being held on pending legislation. Government publications come in a variety of different formats. They may be technical reports, periodicals, pamphlets, maps, or posters. The text may be printed on paper, microfiche, microfilm, or microcards.

Government publications are unique. They often provide the most up-to-date information available on a topic. Many documents are primary source materials, that is, they are the original source upon which later research is based. This is true for publications such as census data and official records such as the Congressional Record. Most government documents are well researched and authoritative.

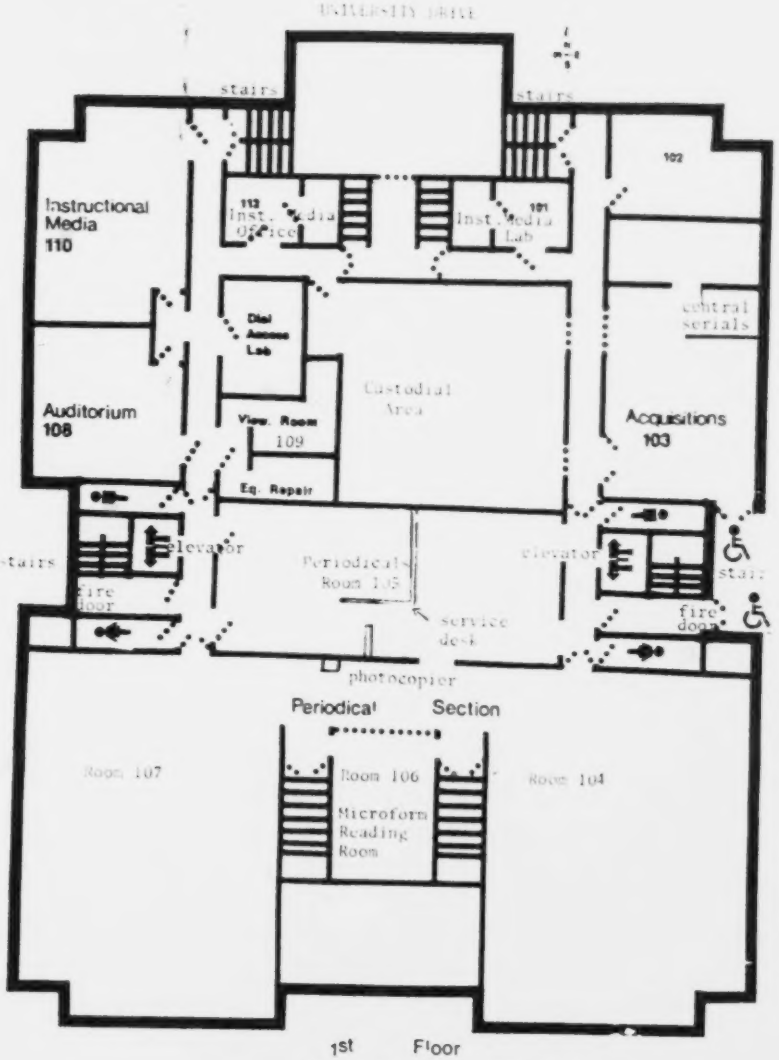
Most academic libraries maintain separate document collections because of the different manner in which documents are acquired and because of the different manner in which the materials are arranged on the shelves. As a participant in the Federal Depository Program, the Library has an agreement with the U.S. Government Printing Office (the official U.S. Government publisher) through which we automatically receive certain selected categories of documents as new titles are published. When shipments arrive, the enclosed shipping lists already have an identification coding for each title. This coding is used as the call number for the publication.

Because the documents collection is maintained separately, the following broad functions are performed: 1) ordering and acquiring of documents from all levels of government, 2) processing of mail, 3) brief cataloging and shelflisting of publications, 4) binding of documents, and 5) public service or reference work.

Few document titles are listed in the Library's main card catalog so it is necessary that one be aware of the catalog maintained in the Documents Section. This card catalog is a subject catalog that utilizes the Library of Congress Subject Headings so that there is uniformity with the Library's main card catalog. The subject catalog, however, is not a complete listing of our holdings. It contains only selected materials from the last five or six years. It is therefore, essential that one become familiar

with the major indexes used to locate other publications in the Documents Section.

The following pages show the location of the Documents Section in relation to the rest of the Library. A more specific floor plan of the Documents Section is included as well. It pinpoints the special location of materials such as the ERIC collection, permanent reserve materials, and the various indexes, as well as the delegated areas like the teaching area and the microformat area.



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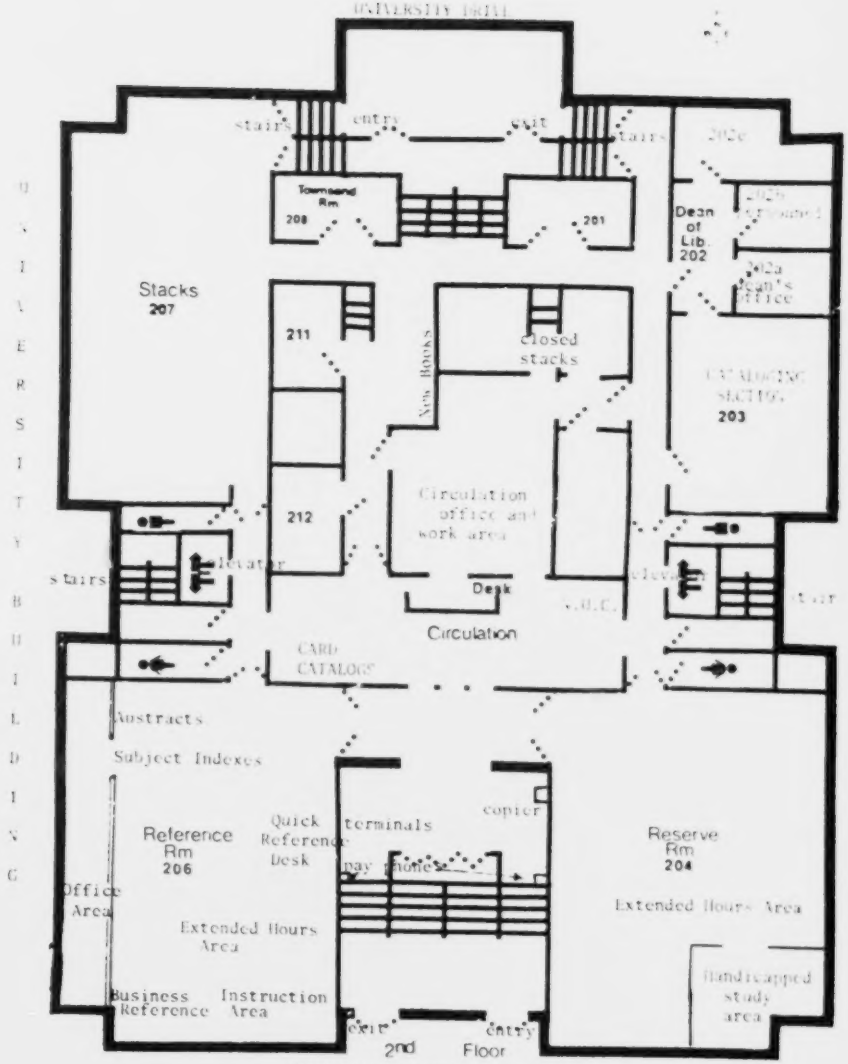

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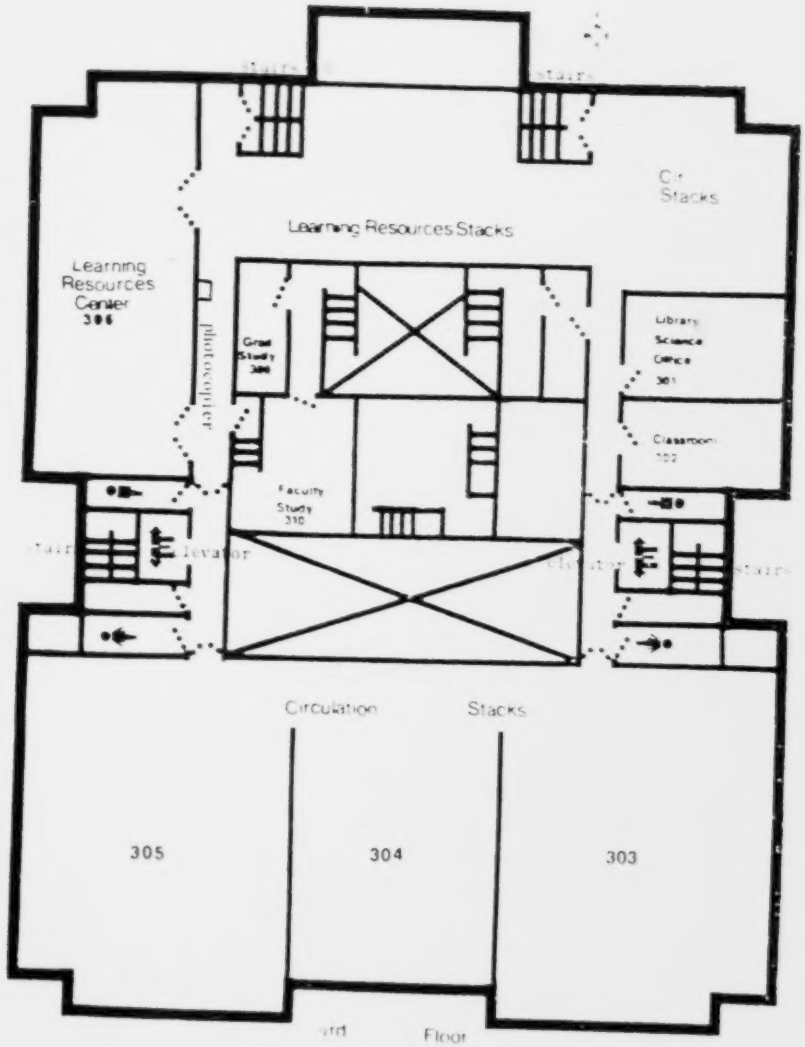

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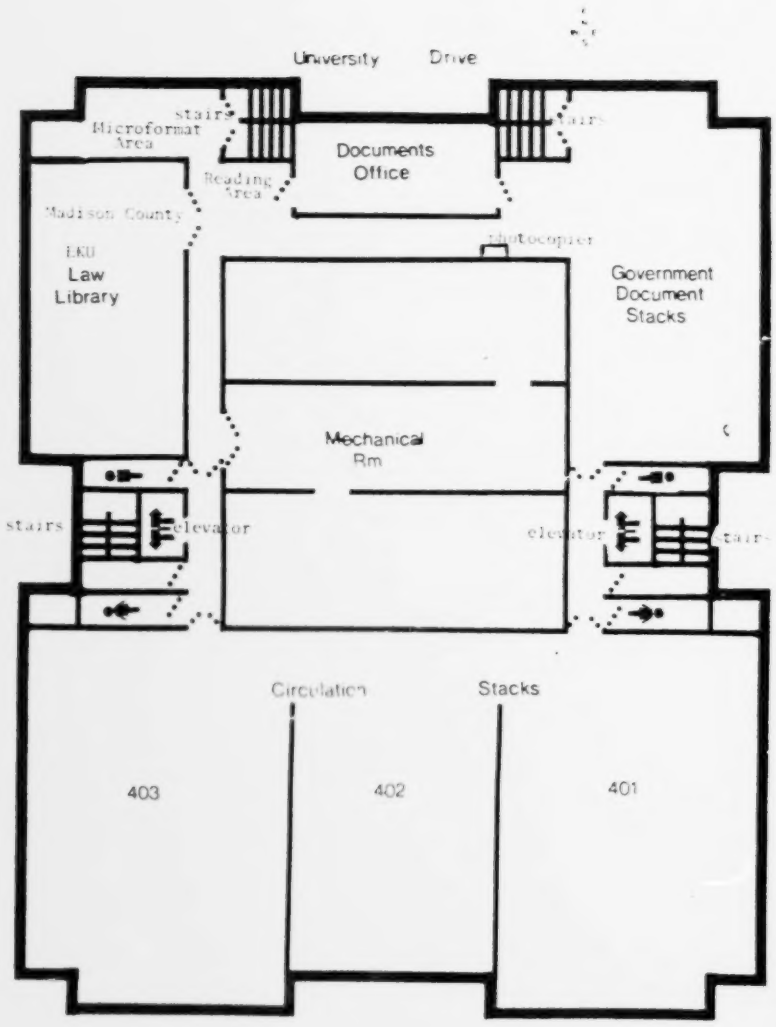
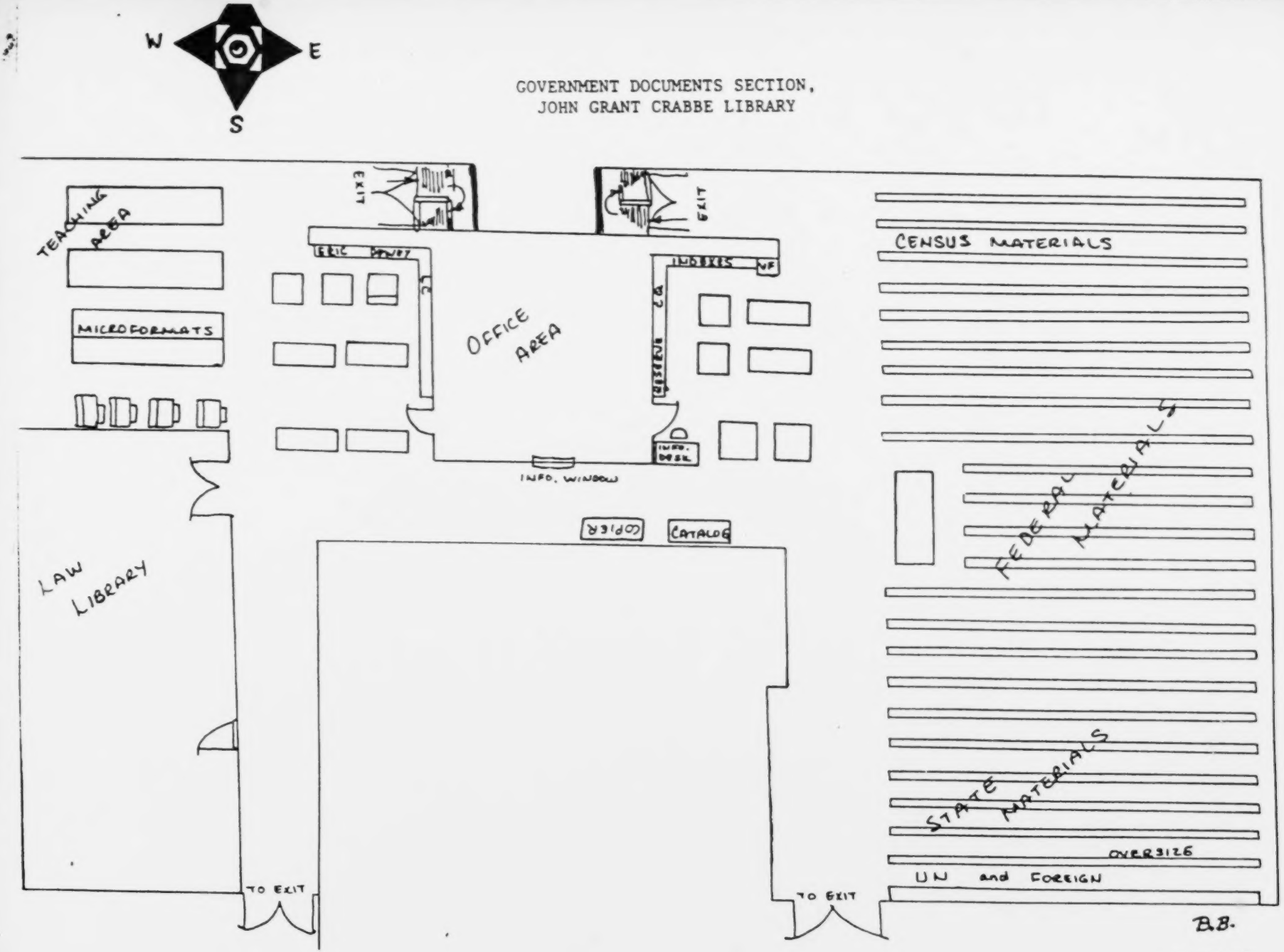


JOHN GRANT CRABBE LIBRARY 1984


W
E
S
GOVERNMENT DOCUMENTS SECTION,
JOHN GRANT CRABBE LIBRARY
TEACHING AREA
MICROFORMATS
EXIT
EXIT
PERIODICALS
INDEXES
OFFICE AREA
INFO. DESK
INFO. WINDOW
CENSUS MATERIALS
FEDERAL MATERIALS
LAW LIBRARY
COPIER
CATALOG
STATE MATERIALS
OVERSIZE
UN and FOREIGN
TO EXIT
TO EXIT
B.B.

DOCUMENT COLLECTIONS

Federal Documents

The Documents Section participates in the Federal Depository Program. The documents librarians select what the Library is to receive by choosing from over 5,000 item categories. Those subject areas which are felt to be most useful to the Library's patrons and which best suit our geographic region and academic needs are selected. The Library receives materials from approximately 45% of the available categories.

The method used for shelving our federal documents is the Superintendent of Documents (SuDocs) classification system. In this scheme materials are grouped by the issuing government agency. This system reflects the structure of the government and does not necessarily place documents covering similar subject matter together on the shelves.

The classification number can be divided into three major parts: 1) author symbol, 2) series designation, and 3) book number. For instance, the classification number, I 19.16:1012 may be analyzed as:

I	Department of the Interior	(parent agency)
19	U.S. Geological Survey	(sub-agency)
.16	Professional Papers	(series designation)
1012	Professional Paper number	(individual book #)

The letter in the classification number represents the Department or parent agency of the publication. The number that precedes the period represents the lesser agency, an office or a bureau. The number following the period denotes the type of document, i.e., annual report, general publication, bulletin, etc. The book number segment of the call number (the second line), in the case of a numbered series, is simply the number of the individual publication as it fits into the numerical sequence of the series. For those publications which are not part of a numbered series, the second line is given a number based on the keyword in the title. This is referred to as a Cutter number. Often times you will find, what we refer to as an "up number," e.g., HE 20.8219^{2} -- the last 2 is the up number. An up number is given to a new series that is closely related to an existing series. For example:

HE 20.8219	Drug Use Among American High School Students
HE 20.8219^{2}	Highlights from Student Drug Abuse in America

When arranging materials on the shelves using the Superintendent of Documents classification scheme:

FIRST

File alphabetically by the letter or letters at the beginning of the classification number, e.g., P, PM, PrEx.

THEN

File consecutively by the whole number up to the period. This period is not a decimal point. The numbers on either side of the period are considered whole numbers, e.g., I 1., I 19., I 49., etc.

THEN

Continue to file consecutively with the numbers after the period, e.g., .2, .8, .16, etc.

THEN

The up numbers are filed in the same manner after their respective base numbers, e.g., I 29.9, I 29.9^{2}. All numbers are considered whole numbers.

NEXT

Drop to the next line of the classification number and continue filing by letters then numbers. If the filing sequence demands a choice between a numeral or a letter, the letters take precedence, unless the number is a year. For instance, FS 3.64 is filed before FS 3.64
R 24 no. 34
but, FS 3.64 is filed before FS 3.64
1965 R 24

LAST

Volume and copy numbers are added as needed.

State Documents

Our state documents collection consists of publications from not only Kentucky, but the other forty-nine states as well. Our main emphasis is on Kentucky. Second priority is given to the states that border Kentucky.

There is no printed index for state documents. However, a catalog is maintained that reflects the complete holdings of the state collection. The first half of the catalog is a title file in which the contents are arranged alphabetically by state, and then within each state the cards are filed

alphabetically by the title of the publication. This allows the patron to see if we have a certain title from a particular state in our collection.

The second half of the card catalog is a subject file in which the contents are arranged alphabetically by state, then within the state alphabetically by established subject categories, and then within the subject categories, cards are filed alphabetically by the title of the publication. The cards in the subject file are in the same order as the materials on the shelves. This broad subject approach allows the patron some means of subject searching for material on his topic.

There has never been any uniform classification system for state documents. The classification scheme which we have chosen for state documents is one in which you probably are not familiar. However, it should be easy to learn as long as you know the alphabet and can alphabetize.

First, all the states are arranged alphabetically on the shelves. Second, each publication is placed into a broad subject category, e.g., education, government, planning and development, etc. Within each state, these broad subject areas are arranged alphabetically. Third, within the subject categories, documents are filed alphabetically by title---disregarding **a**, **an**, and **the** when they are the first word in the title.

All must be aware of a few alphabetizing rules to assure accurate shelving as well as to make retrieval of materials easy:

1) All titles are filed word by word, not letter by letter.
2) A word having an ´s is treated as one word (Kentucky´s is filed as if it were spelled Kentuckys).
3) Articles a, an, and the are ignored if they begin a title, but must be considered elsewhere in the title.
4) If a number appears in the title, it is filed as if it were spelled out (Title IX Program is filed as Title Nine Program).

The following is a list of the subject categories in which all state documents are placed. One should be familiar with these subject areas so that assistance may be given to a patron, if necessary, as well as to aid in the shelving of materials.

1) Agriculture Section
2) Arts Section
3) Commerce Section
4) Education Section
5) Employment and Labor Section
6) Fish/Game/Wildlife Section
7) Geography Section
8) Geology Section
9) Government Section
10) Gulf Coast Research Laboratory Section (MS. only)

11) Health and Social Services Section
12) Highways and Transportation Section
13) History Section
14) Human Relations Section
15) Law Enforcement Section
16) Library Section
17) Military Affairs Section
18) Natural Resources and Conservation Section
19) Parks and Recreation Section
20) Planning and Development Section
21) Regulatory Agencies Section
22) Revenue and Finance Section
23) Science and Technology Section

United Nations and Foreign Documents

The United Nations and Foreign documents collection is relatively new, and therefore a smaller collection than the preceding two. Assigned to this collection are materials published by the United Nations, other international organizations, and materials from individual foreign countries.

For shelving purposes, these documents have been divided into four collections: 1) materials published by the United Nations that are in a series, 2) monographs published by the United Nations, 3) documents published by international organizations other than the United Nations, and 4) publications from countries other than the United States.

In order to shelve these materials, yet another classification scheme must be learned. The documents in collection #1 already have a classification number assigned to them when we receive them. When shelving these documents look at one line of the call number at a time. The documents are placed in alphabetical and numerical order. Remember, work with one line of the number at a time! If a choice has to be made on whether to put letters or numbers first, letters take precedence, as they do in the federal collection. However, if the number represents a year, they are filed before the letters. So your sequence is year, letter, number. For example:

Docs. UN DC no. 235	then	Docs. UN ST/ESA STAT Ser. V no. 2

The documents in collection #2 are issued without a classification number. Rather than making up a number, they are filed alphabetically by the title of the publication. The same alphabetizing rules are used here as in the state collection.

The international (multi-country) organizations make up

collection #3. These materials are shelved alphabetically by organization, and within the organization, alphabetically by title.

The materials in collection #4 are arranged alphabetically by the name of the country, and within the country, alphabetically by the title of the document.

Library of Congress Classified Documents

Our collection of books that have a Library of Congress call number is small. These materials are not documents in a true sense of the word, that is, they are not published by a government agency. These publications are housed in the Documents Section, however, because of the close association of the subject matter of these books to government documents or government agencies. For instance, there are agency histories, colonial records, and indexes to census records.

To shelve these materials:

FIRST

Arrange <u>alphabetically</u> by letters and combinations of letters at the top of the call number. These represent the main subjects.

THEN

Arrange <u>consecutively</u> by the numbers on the second row of the call number. These may range from 1 to 9999. These are subject subdivisions.

If there are decimals on the third row, they are treated as part of the consecutive numbers in the second row, and arranged just as in mathematics -- by the lowest number followed by the higher ones, i.e., thousandths, hundredths, tenths, etc.

THEN

Arrange by combinations of letters and numbers. In the absence of decimals, this part of the call number will be the third row; with decimals, it will be the fourth row (as in example 1 below). These numbers are work numbers for authors and titles. A long number may take two rows.

LAST

May come a number standing for the year of publication (as in example 2 below). This distinguishes annuals and various editions of the same title. Volume and copy numbers are added as needed.

Docs.
LB
1140
.5
R4L42

Docs.
PN
1194
.G47
1976

Microformat Collections

Microfiche

Microfiche is a 4 x 6 plastic sheet that contains microimages of pages of printed matter. About 98 pages can be reproduced on one sheet of microfiche. More and more government documents are being produced in this form. It is expected that by 1987, 75% of the federal documents produced will be in microfiche. Microfiche is more cost effective and takes less space to house than does printed material.

If you are retrieving a microfiche title for a patron, be sure that all the fiche for that title are pulled. Underneath the call number will be something that looks like 1 of 1 or 3 of 5. This tells you that there is only one microfiche for that title, or you have the third of five microfiche for that title. When a microfiche title is pulled, a "MICROFICHE IN USE" card should be put in its place. You only need to use one card per title. If the title has six microfiche, do not use six cards.

MICROFICHE IN USE

CIS CONGRESSIONAL INFORMATION SERVICE

Tell the patron that they need not refile the microfiche they have used because we have to keep statistics of microfiche usage. They may leave the microfiche by the readers or they may place them on top of the microfiche cabinets.

GPO Microfiche

The GPO microfiche collection is comprised of federal documents received through the Federal Depository Program. The Superintendent of Documents classification scheme is used for filing GPO microfiche, just as it is with printed federal material. The microfiche are filed in the cabinets adjacent to the teaching area. Remember to remove the "MICROFICHE IN USE" cards.

ERIC Microfiche

ERIC stands for Educational Resources Information Center. It is an education information system sponsored by the Office of Educational Research and Improvement (OERI), and is designed to give patrons access to educational materials. In this microfiche collection, each title is assigned an ERIC Document Number (ED number). This is a six digit number preceded by ED. ERIC microfiche are filed in cabinets in numerical order by the ED number.

Prior to filing the ERIC microfiche, arrange them in numerical sequence. In the long run, this will save time when filing. Before placing the microfiche in its place in the drawer, check the number of the microfiche directly in front of and behind the one being filed. This double checking of numbers helps to prevent misfiling. "MICROFICHE IN USE" cards should then be removed.

CIS Microfiche

The CIS (Congressional Information Service) microfiche collection consists of Congressional hearings, reports, committee prints, public laws, and other Congressional papers.

In this collection each title is assigned an accession number. The accession number begins with a letter--H, S, or J--depending on whether the material originated in the House, in the Senate, or in a Joint Committee. The numbers after the letter represent which committee the document originated from and the type of document it is, e.g., hearings, executive documents, etc. Following the dash there is another number. This is the number assigned to each individual title.

S 261-25 can be broken down to show that:

S	originated in the Senate
26	Commerce Committee
1-	designated a hearing
25	number assigned to that title

The abstracts for hearings are broken down to identify witnesses or to describe the testimony of witnesses. Inclusive page numbers are also denoted. This is called an analytical abstract. Each analytical abstract is represented in the accession number as a decimal point and a number. It is placed after the number assigned to the title. For instance, in the example S 261-25.3, the .3 stands for the third item of testimony in the previously mentioned hearing.

The CIS microfiche are filed in cabinets adjacent to the teaching area. The microfiche are arranged first by year then by the accession number. Be sure when filing that you double check the fiche in front and behind the one being filed for correct numerical sequence. Pull the "MICROFICHE IN USE" cards.

ASI Microfiche

American Statistics Index (ASI) is a collection of statistical publications of the United States Government. Each title in the collection is assigned an accession number, just as in CIS. However, there is no letter designation in front of the number. These microfiche are filed just like the CIS microfiche. Remember to check the year!

Miscellaneous Microformats

The Documents Section does house other microform collections. There are other microfiche collections such as the Human Relations Area File, the U.S. Department of State Bulletin, the Kentucky Acts, 1792-1898, and still others. There are microfilm collections from the National Archives, Civil War Records (Kentucky), and back issues of periodicals. British Sessional Papers and Hansard Parliamentary Debates are on microcards.

A description of all of these will not be given, for they are not used as heavily as the other collections. If you are assigned one or more of these areas, please consult your supervisor for information as to where they are located and how they are arranged.

MAJOR INDEXES AND FINDING TOOLS

Basic to the use of any collection is the ability to retrieve publications from the shelves with speed and ease. To accomplish this, one must be able to obtain the call numbers of the documents. Because our subject catalog is not a comprehensive list of our holdings, other sources must be consulted to gain access to the collection. There are general indexes and specific indexes to be used, depending upon the needs of the patron. A knowledge of the following five major indexes is essential in providing reference service in the Documents Section.

Monthly Catalog of U.S. Government Publications

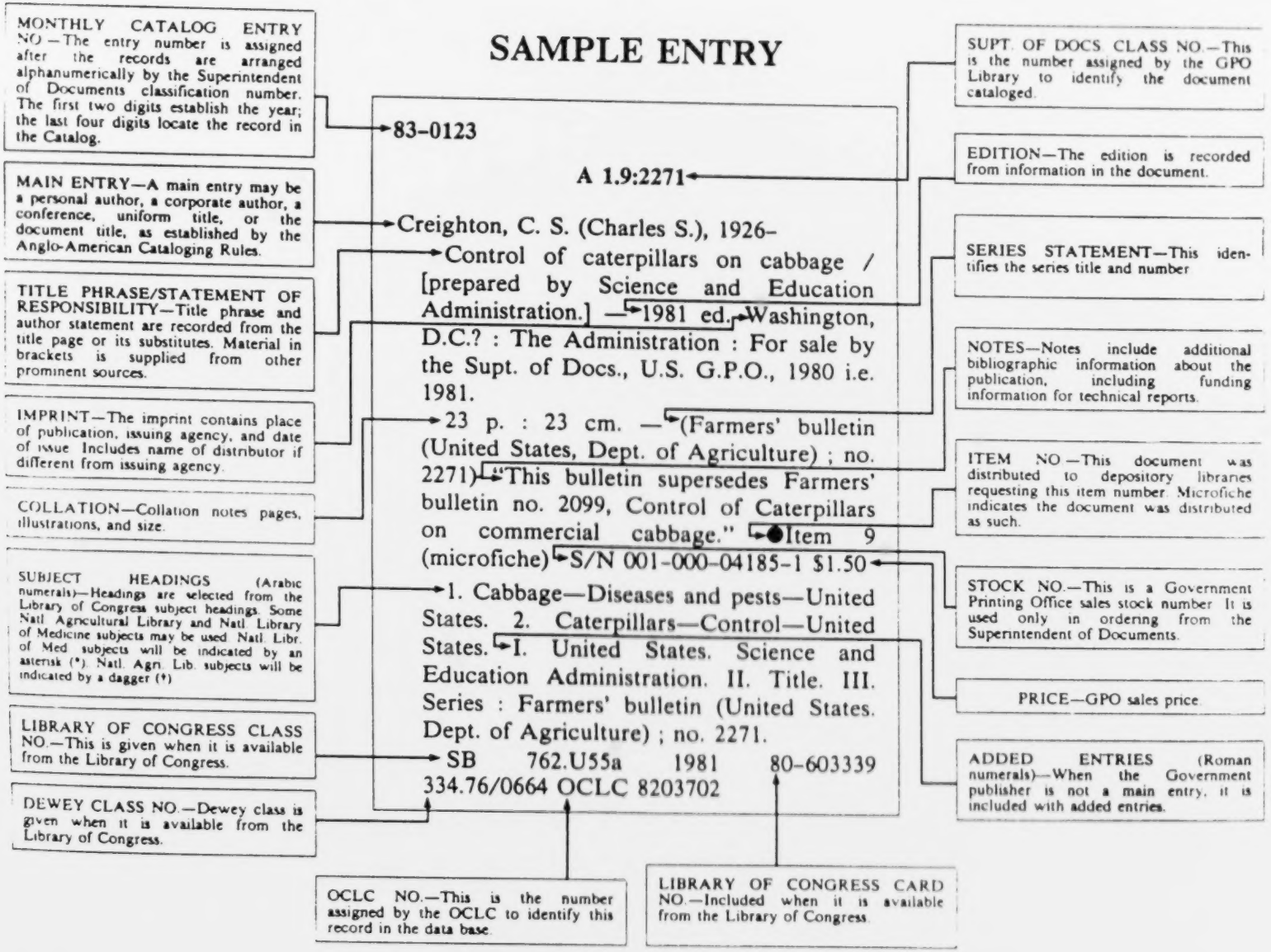
The Monthly Catalog of U.S. Government Publications is the major bibliographic reference tool for gaining access to federal publications. It is published monthly and has semiannual and annual cumulations.

The Monthly Catalog is divided into two parts. The first part is arranged by government agency (SuDocs classification order). This allows one to see the new publications of an agency at a glance. Each publication has an entry in the Monthly Catalog that is identified by an entry number. An entry provides not only the SuDocs classification number, but bibliographic information as well. Ordering and cataloging information can also be found in the entry (see sample on next page).

The second part of the Monthly Catalog consists of indexes. There are several indexes from which to choose, depending upon what information is known about the needed document. There are separate indexes for title/keywords, subjects, titles, classification numbers, authors, series/report numbers, and stock numbers. If a semiannual or annual index has not been printed for a particular time period, each monthly issue must be consulted. One must be aware of the fact that a document may not be found in all of the different indexes, but should be in at least four of them. The most highly used indexes, for public service, are the subject and title/keyword.

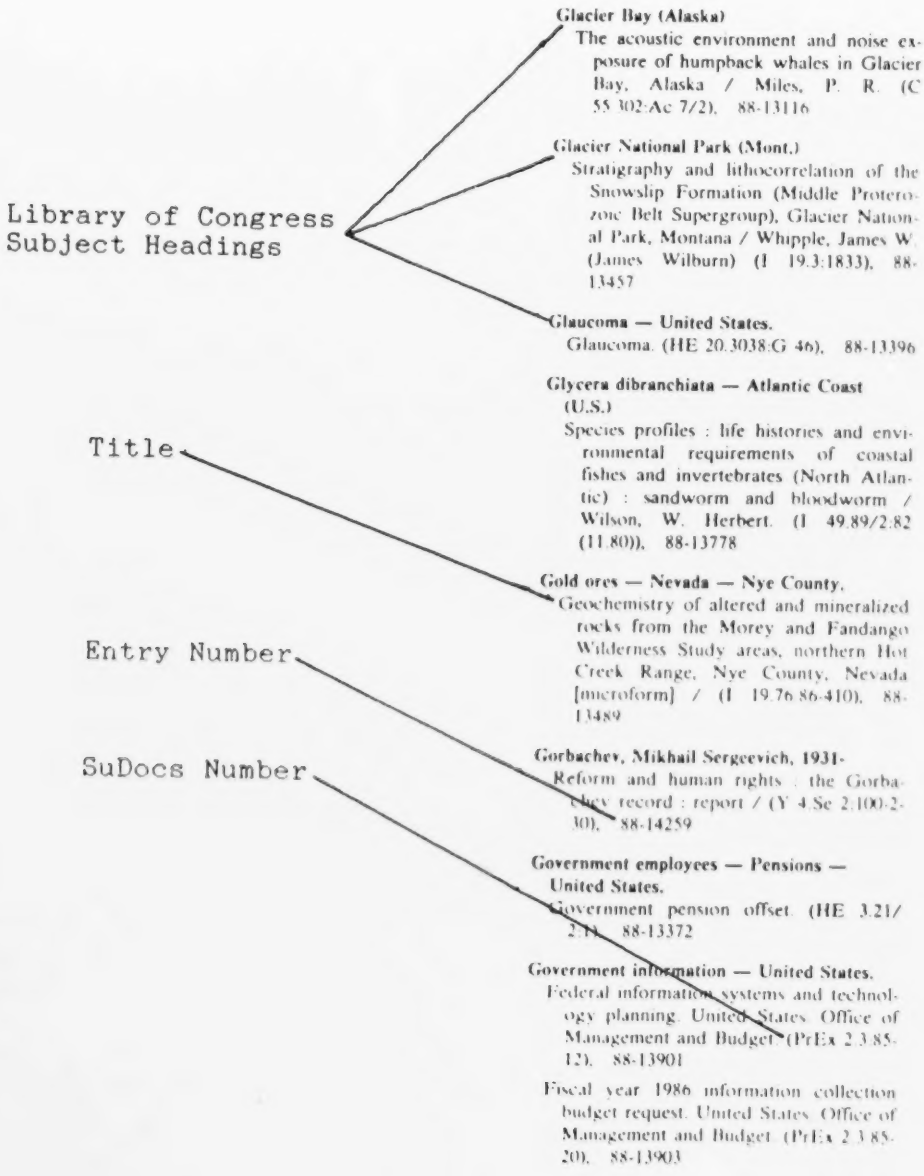
To use the subject index on should be familiar with the Library of Congress subject headings (LCSH). It is a matter of being able to key into the right terminology. For example, if you are looking for information on abuse of the elderly, you would not look under "elderly abuse" or "abuse of the elderly." The correct phraseology is "aged--abuse of." There is a set of Library of Congress Subject Headings on top of the card catalog, and an updated set in the office area, that will help steer you through the subject index. Once you have found your heading and looked it up in the subject index, you will find titles listed. After each title, in parentheses, is the SuDocs number. Following the

SAMPLE ENTRY


MONTHLY CATALOG ENTRY NO.—The entry number is assigned after the records are arranged alphanumerically by the Superintendent of Documents classification number. The first two digits establish the year; the last four digits locate the record in the Catalog.
83-0123
A 1.9:2271
SUPT. OF DOCS. CLASS NO.—This is the number assigned by the GPO Library to identify the document cataloged.
EDITION—The edition is recorded from information in the document.
MAIN ENTRY—A main entry may be a personal author, a corporate author, a conference, uniform title, or the document title, as established by the Anglo-American Cataloging Rules.
Creighton, C. S. (Charles S.), 1926-
TITLE PHRASE/STATEMENT OF RESPONSIBILITY—Title phrase and author statement are recorded from the title page or its substitutes. Material in brackets is supplied from other prominent sources.
Control of caterpillars on cabbage / [prepared by Science and Education Administration.] —1981 ed.—Washington, D.C.? : The Administration : For sale by the Supt. of Docs., U.S. G.P.O., 1980 i.e. 1981.
SERIES STATEMENT—This identifies the series title and number.
NOTES—Notes include additional bibliographic information about the publication, including funding information for technical reports.
IMPRINT—The imprint contains place of publication, issuing agency, and date of issue. Includes name of distributor if different from issuing agency.
23 p. : 23 cm. —(Farmers' bulletin (United States, Dept. of Agriculture) ; no. 2271)—"This bulletin supersedes Farmers' bulletin no. 2099, Control of Caterpillars on commercial cabbage."
ITEM NO.—This document was distributed to depository libraries requesting this item number. Microfiche indicates the document was distributed as such.
COLLATION—Collation notes pages, illustrations, and size.
Item 9 (microfiche)
S/N 001-000-04185-1 $1.50
STOCK NO.—This is a Government Printing Office sales stock number. It is used only in ordering from the Superintendent of Documents.
SUBJECT HEADINGS (Arabic numerals)—Headings are selected from the Library of Congress subject headings. Some Natl. Agricultural Library and Natl. Library of Medicine subjects may be used. Natl. Libr. of Med. subjects will be indicated by an asterisk (*). Natl. Agri. Lib. subjects will be indicated by a dagger (†).
1. Cabbage—Diseases and pests—United States. 2. Caterpillars—Control—United States. I. United States. Science and Education Administration. II. Title. III. Series : Farmers' bulletin (United States. Dept. of Agriculture) ; no. 2271.
PRICE—GPO sales price.
LIBRARY OF CONGRESS CLASS NO.—This is given when it is available from the Library of Congress.
SB 762.U55a 1981 80-603339
ADDED ENTRIES (Roman numerals)—When the Government publisher is not a main entry, it is included with added entries.
DEWEY CLASS NO.—Dewey class is given when it is available from the Library of Congress.
334.76/0664
OCLC 8203702
OCLC NO.—This is the number assigned by the OCLC to identify this record in the data base.
LIBRARY OF CONGRESS CARD NO.—Included when it is available from the Library of Congress.

SuDocs number is an entry number. The entry number is important if you want to gain access to bibliographic information about the title. That entry number is then looked up in the first part of the Monthly Catalog to find the complete entry (entry numbers are listed in numerical order).

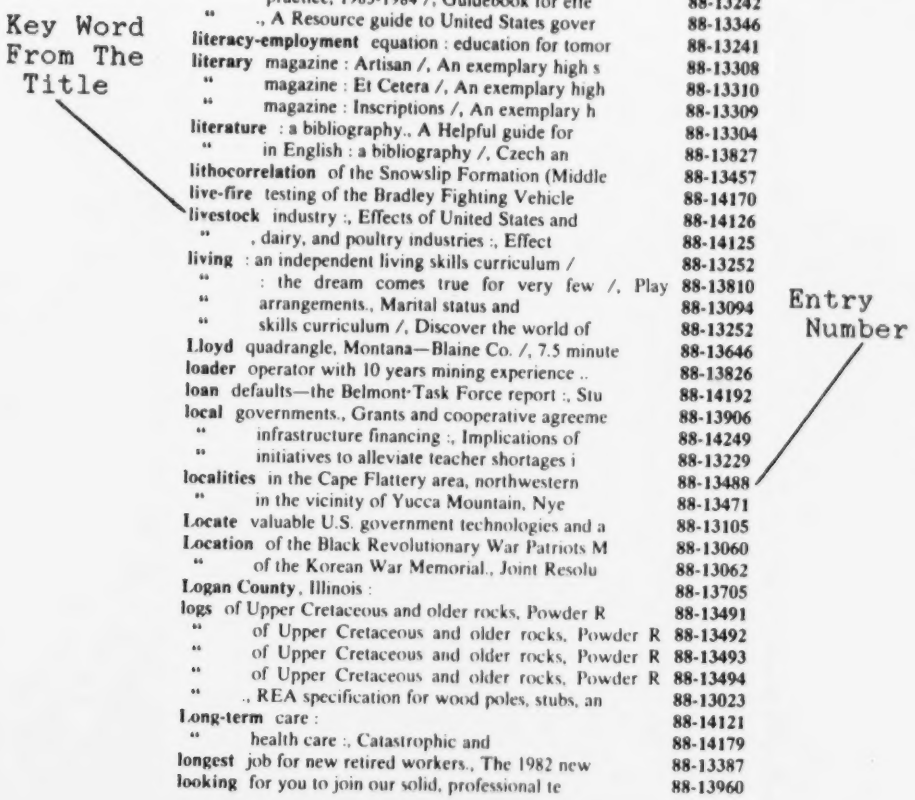
SAMPLE FROM THE MONTHLY CATALOG SUBJECT INDEX


Library of Congress Subject Headings
Title
Entry Number
SuDocs Number
Glacier Bay (Alaska)
The acoustic environment and noise exposure of humpback whales in Glacier Bay, Alaska / Miles, P. R. (C 55.302:Ac 7/2), 88-13116
Glacier National Park (Mont.)
Stratigraphy and lithocorrelation of the Snowslip Formation (Middle Proterozoic Belt Supergroup), Glacier National Park, Montana / Whipple, James W. (James Wilburn) (I 19.3:1833), 88-13457
Glaucoma — United States.
Glaucoma. (HE 20.3038:G 46), 88-13396
Glycera dibranchiata — Atlantic Coast (U.S.)
Species profiles : life histories and environmental requirements of coastal fishes and invertebrates (North Atlantic) : sandworm and bloodworm / Wilson, W. Herbert. (I 49.89/2:82 (11.80)), 88-13778
Gold ores — Nevada — Nye County.
Geochemistry of altered and mineralized rocks from the Morey and Fandango Wilderness Study areas, northern Hot Creek Range, Nye County, Nevada [microform] / (I 19.76:86-410), 88-13489
Gorbachev, Mikhail Sergeevich, 1931-
Reform and human rights : the Gorbachev record : report / (Y 4.Se 2:100-2-30), 88-14259
Government employees — Pensions — United States.
Government pension offset. (HE 3.21/2:13), 88-13372
Government information — United States.
Federal information systems and technology planning. United States. Office of Management and Budget. (PrEx 2.3:85-12), 88-13901
Fiscal year 1986 information collection budget request. United States. Office of Management and Budget. (PrEx 2.3:85-20), 88-13903

BEST COPY AVAILABLE

The title/keyword index can be very useful if you are not familiar with the Library of Congress subject headings. Materials are indexed by the key words in the title of the document. Using this index has one drawback. You cannot gain access to everything that is available on your topic. Remember, you gain access to only those documents that have your subject word(s) in the title itself. Again, the entry number follows the title and has to be looked up in the first part of the Monthly Catalog to get the call number and the other information found in the entry.

SAMPLE FROM THE TITLE/KEYWORD INDEX



lista para indicar intereses /, Instrucciones para	88-13823
listening : grades 7-12 /, Activities for teaching	88-13221
lists : truck, tractor, 22-1/2 ton, 8 x 8, model M	88-13153
" (including depot maintenance repair parts an	88-13154
") : truck, tractor, 22-1/2 ton, 8 x 8, model	88-13154
liter, (NSN 2815-01-168-7892)., Technical manual,	88-13157
literacy initiative replication guide / by Judith	88-13307
" practice, 1983-1984 /, Guidebook for effe	88-13242
" ., A Resource guide to United States gover	88-13346
literacy-employment equation : education for tomor	88-13241
literary magazine : Artisan /, An exemplary high s	88-13308
" magazine : Et Cetera /, An exemplary high	88-13310
" magazine : Inscriptions /, An exemplary h	88-13309
literature : a bibliography., A Helpful guide for	88-13304
" in English : a bibliography /, Czech an	88-13827
lithocorrelation of the Snowslip Formation (Middle	88-13457
live-fire testing of the Bradley Fighting Vehicle	88-14170
livestock industry :, Effects of United States and	88-14126
" , dairy, and poultry industries :, Effect	88-14125
living : an independent living skills curriculum /	88-13252
" : the dream comes true for very few /, Play	88-13810
" arrangements., Marital status and	88-13094
" skills curriculum /, Discover the world of	88-13252
Lloyd quadrangle, Montana—Blaine Co. /, 7.5 minute	88-13646
loader operator with 10 years mining experience ..	88-13826
loan defaults—the Belmont Task Force report :, Stu	88-14192
local governments., Grants and cooperative agreeme	88-13906
" infrastructure financing :, Implications of	88-14249
" initiatives to alleviate teacher shortages i	88-13229
localities in the Cape Flattery area, northwestern	88-13488
" in the vicinity of Yucca Mountain, Nye	88-13471
Locate valuable U.S. government technologies and a	88-13105
Location of the Black Revolutionary War Patriots M	88-13060
" of the Korean War Memorial., Joint Resolu	88-13062
Logan County, Illinois :	88-13705
logs of Upper Cretaceous and older rocks, Powder R	88-13491
" of Upper Cretaceous and older rocks, Powder R	88-13492
" of Upper Cretaceous and older rocks, Powder R	88-13493
" of Upper Cretaceous and older rocks, Powder R	88-13494
" ., REA specification for wood poles, stubs, an	88-13023
Long-term care :	88-14121
" health care :, Catastrophic and	88-14179
longest job for new retired workers., The 1982 new	88-13387
looking for you to join our solid, professional te	88-13960

CIS/Index

The Congressional Information Service (CIS) is a commercial publisher. Since 1970 they have published comprehensive indexes and abstracts of the working papers of Congress. These include hearings, committee prints, House and Senate documents, House and Senate reports, House and Senate special publications, Senate executive documents, and public laws.

The CIS/Index and the abstracts are issued monthly and have annual cumulations. Like the Monthly Catalog, there are several indexes from which to choose depending upon what is known about the needed document. The main index, and most commonly used, is the combined subject and name index. There are several supplementary indexes as well. There are title, bill number, report number, document number, and name of committee or subcommittee chairmen indexes. At the end of the abstract volumes, and recently in separate volumes, legislative histories of public laws can be found. They are arranged numerically by the public law number.

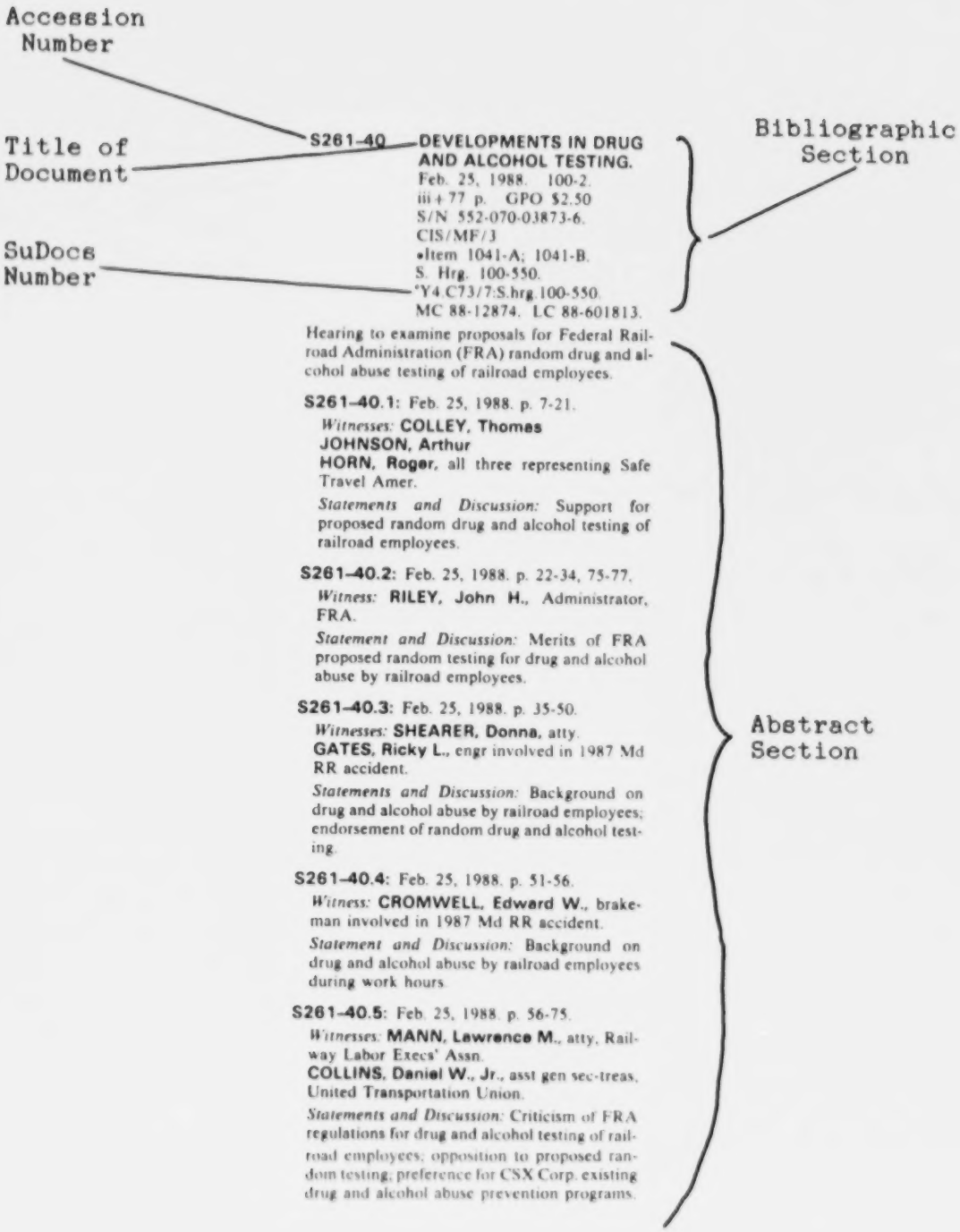
To use the subject and name index you need not be familiar with LCSH. The index uses simple subjects and "see" and "see also" references are provided.

When one has located the correct subject or name in the index, a list of notations of content (phrases indicating title/keywords) is provided. After each phrase is a CIS accession number. The accession number is used to locate the abstract. Make sure that the year of the abstract volume corresponds with the year of the index volume looked in. The abstract provides a summary of the publication as well as an outline of the contents. Bibliographic information is also supplied in the abstract. The SuDocs number appears in the bibliographic section as well (see the sample abstract entry on the next page). This is quite a handy feature if a patron prefers to use a paper copy rather than microfiche. If a paper copy is not available, the accession number is used to retrieve the CIS microfiche. If the microfiche needs to be pulled, remember to make note of the year of the volume consulted because the CIS microfiche are filed first by year, then by the accession number.

American Statistics Index

American Statistics Index (ASI) indexes and abstracts statistical works of the U.S. Government, whether they are periodicals, annual reports, or one-time publications. The index is published monthly in two parts, an index and an abstract volume. There are annual cumulations.

The statistical publications are indexed in a number of different ways. The main index is the subject and name index. A category index is also provided, whereby one may look up information by geographic, economic, and demographic breakdowns. Within each of these divisions titles are placed


Accession Number
Title of Document
SuDocs Number
Bibliographic Section
Abstract Section
S261-40
DEVELOPMENTS IN DRUG AND ALCOHOL TESTING.
Feb. 25, 1988. 100-2.
iii+77 p. GPO $2.50
S/N 552-070-03873-6.
CIS/MF/3
•Item 1041-A; 1041-B.
S. Hrg. 100-550.
'Y4.C73/7:S.hrg.100-550.
MC 88-12874. LC 88-601813.
Hearing to examine proposals for Federal Railroad Administration (FRA) random drug and alcohol abuse testing of railroad employees.
S261-40.1: Feb. 25, 1988. p. 7-21.
Witnesses: COLLEY, Thomas
JOHNSON, Arthur
HORN, Roger, all three representing Safe Travel Amer.
Statements and Discussion: Support for proposed random drug and alcohol testing of railroad employees.
S261-40.2: Feb. 25, 1988. p. 22-34, 75-77.
Witness: RILEY, John H., Administrator, FRA.
Statement and Discussion: Merits of FRA proposed random testing for drug and alcohol abuse by railroad employees.
S261-40.3: Feb. 25, 1988. p. 35-50.
Witnesses: SHEARER, Donna, atty.
GATES, Ricky L., engr involved in 1987 Md RR accident.
Statements and Discussion: Background on drug and alcohol abuse by railroad employees; endorsement of random drug and alcohol testing.
S261-40.4: Feb. 25, 1988. p. 51-56.
Witness: CROMWELL, Edward W., brakeman involved in 1987 Md RR accident.
Statement and Discussion: Background on drug and alcohol abuse by railroad employees during work hours.
S261-40.5: Feb. 25, 1988. p. 56-75.
Witnesses: MANN, Lawrence M., atty, Railway Labor Execs' Assn.
COLLINS, Daniel W., Jr., asst gen sec-treas, United Transportation Union.
Statements and Discussion: Criticism of FRA regulations for drug and alcohol testing of railroad employees; opposition to proposed random testing; preference for CSX Corp. existing drug and alcohol abuse prevention programs.

ABSTRACT FROM CIS/INDEX

in broad subject areas, e.g., agriculture, government, and law enforcement. Other supplementary indexes include title and agency report number.

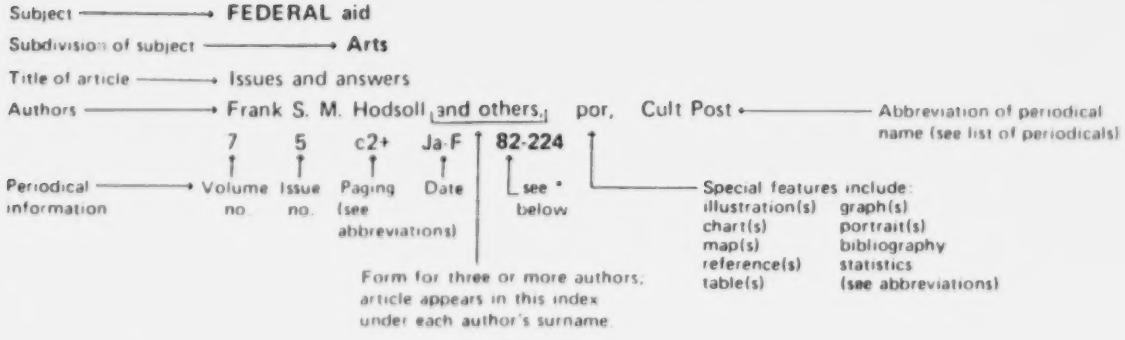
ASI and CIS/Index are produced by the same company, so the method of using the indexes and abstracts is the same. One must search the appropriate index to locate fitting titles and make a notation of the accession number. One then uses the accession number to find the abstract. If the patron wants the entire document, the SuDocs number must be located in the bibliographic information section of the abstract, for this Library does not currently subscribe to the ASI microfiche collection. A word of caution here -- not everything indexed in ASI is available through the depository program. Therefore, the needed document may not be available in the collection.

Index to U.S. Government Periodicals

The Index to U.S. Government Periodicals indexes over 180 journals/periodicals that are published by Federal agencies. The index is published quarterly, with the last issue being an annual cumulation.

This tool only has a combination subject and name index. The index uses simple subjects and "see" and "see also" references are provided. Titles of articles and journal citations are found listed under the subject headings (see the following example). To find the SuDocs number for the needed journal, one must turn to the front pages of the index and locate the needed title in the alphabetical listing of periodicals indexed. The SuDocs number is found directly behind the title (see the example on the next page).

SAMPLE SUBJECT ENTRY


Subject → FEDERAL aid
Subdivision of subject → Arts
Title of article → Issues and answers
Authors → Frank S. M. Hodsoll and others, por, Cult Post
Abbreviation of periodical name (see list of periodicals)
7 5 c2+ Ja-F 82-224
Periodical information → Volume no. Issue no. Paging (see abbreviations) Date
see * below
Special features include:
illustration(s) graph(s)
chart(s) portrait(s)
map(s) bibliography
reference(s) statistics
table(s) (see abbreviations)
Form for three or more authors, article appears in this index under each author's surname.

PERIODICALS INDEXED AND CLASSIFICATION NUMBERS

Title of Journal

ADAMHA N—ADAMHA News, HE20.8013: monthly
Aging—Aging, HE23.3110: bimonthly
Agric Econ Res—Agricultural Economics Research, A93.26: quarterly
Agric Outl—Agricultural Outlook, A93.10/2: monthly
Agric Res—Agricultural Research, A77.12: 10 issues
Air Def Artil—Air Defense Artillery (continues Air Defense Magazine), D101.77: quarterly × ○
Air F Comp—Air Force Comptroller, D301.73: quarterly
Air F Eng & Serv Q—Air Force Engineering & Services Quarterly, D301.65: quarterly
Air F J Logis—Air Force Journal of Logistics, D301.91: quarterly
Air F Law Rev—Air Force Law Review, D302.9: quarterly
Air Reserv—Air Reservist, D301.8: quarterly
Air Univ Rev—Air University Review, D301.26: bimonthly
Airman—Airman, D301.60: monthly
• Airpower J—Airpower Journal, D301.26: quarterly
Alcoh Health & Res W—Alcohol Health and Research World, HE20.8309: quarterly
All Hands—All Hands, D207.17: monthly
Amer Ed—American Education, ED1.10: 10 issues
Amer Rehab—American Rehabilitation, ED1.211: quarterly
Antar Jour US—Antarctic Journal of the United States, NS1.26: quarterly
Appalachia—Appalachia, Y3. Ap 4/2.9-2/bimonthly○
Approach—Approach, D202.13: monthly
Armor—Armor: the Magazine of Mobile Warfare, D101.78/2: bimonthly × ○
Army Chem J—Army Chemical Journal, D116.17: quarterly
Army Commun—Army Communicator, D111.14: quarterly × ○
Army Hist—Army Historian, D114.20: quarterly
Army Law—Army Lawyer, D101.22:27-50 monthly
Army Logis—Army Logistician, D101.69: bimonthly
Army R D & A—Army Research, Development and Acquisition, D101.52/3: bimonthly
Army Reserv—Army Reserve Magazine, D101.43: quarterly
Arts Rev—Arts Review, NF2.11: quarterly
Back Notes—Background Notes on the Countries of the World, S1.123: irregular
Black N Dig—Black News Digest, L1.20/6: weekly × ○
Bul/Bur Just Stat—Bulletin/Bureau of Justice Statistics, J29.11: monthly
Bus Amer—Business America, C61.18: biweekly
C Guard Eng Dig—Coast Guard Engineer's Digest, TD5.17: quarterly
Cancer Treat Rep—Cancer Treatment Reports, HE20.3160: monthly
Child Today—Children Today, HE23.1209: bimonthly
Cong Res Serv Rev—Congressional Research Service Review, LC14.19: 10 issues
Const Rev—Construction Review, C62.10 bimonthly
Crime Lab Dig—Crime Laboratory Digest, J1.4/18: quarterly
Data User N—Data User News, C3.238: monthly
Def Man J—Defense Management Journal, D1.38/2: quarterly
Defense...—Defense..., D2.15/3: monthly
Dept Sta Bul—Department of State Bulletin, S1.3: monthly
Direction—Direction, D201.17: quarterly
Disab USA—Disabled USA, PrEx1.10/3-2: quarterly
DOE This Month—DOE This Month (continues Energy Insider), E1.54: monthly
Driver—Driver, D301.72: monthly
Drug Enf—Drug Enforcement, J24.3/2: triannually
Earth and Vols—Earthquakes and Volcanoes, I19.65: monthly
Earth Inf Bul—Earthquake Information Bulletin, I19.65: bimonthly
Endang Spec Tech Bul—Endangered Species Technical Bulletin, I49.77: monthly
Energy & Tech Rev—Energy and Technology Review, E1.53: monthly
Eng Update—Engineer Update, D103.69: monthly
Engineer—Engineer, D103.115: quarterly
Engl Teach Forum—English Teaching Forum, IA1.17: quarterly
Env Health Persp—Environmental Health Perspectives, HE20.3559: bimonthly
EPA J—EPA Journal, EP1.67: 10 issues
Ext Rev—Extension Review, A43.7: quarterly
FAA Gen Av N—FAA General Aviation News, TD4.9: bimonthly
Faceplate—Faceplate, D211.22: quarterly
Fam Ec Rev—Family Economics Review, A77.708: quarterly
Farm Coop—Farmer Cooperatives, A109.11: monthly
Farmline—Farmline, A93.33/2: monthly
Fathom—Fathom, D202.20: quarterly
FBI Law Enf Bul—FBI Law Enforcement Bulletin, J1.14/8: monthly
FDA Cons—FDA Consumer, HE20.4010: 10 issues
FDA Drug Bul—FDA Drug Bulletin, HE20.4003/3: irregular
FEC J Elec Admin—FEC Journal of Election Administration, Y3.El2/3:10

SuDocs Number

Resources in Education

Resources in Education (RIE) is issued by the Educational Resources Information Center (ERIC), Office of Educational Research and Improvement, U.S. Department of Education. This index is published monthly with semiannual and annual cumulations. RIE is designed as a finding tool for the titles in the ERIC microfiche collection (explained on page 12). Not only are the complete texts of research reports contained in the microfiche collection, but the texts of conference proceedings, bibliographies, theses, curriculum guides, and planning documents may be found as well. If a patron wants information on a topic that is education-related, RIE is the index to consult.

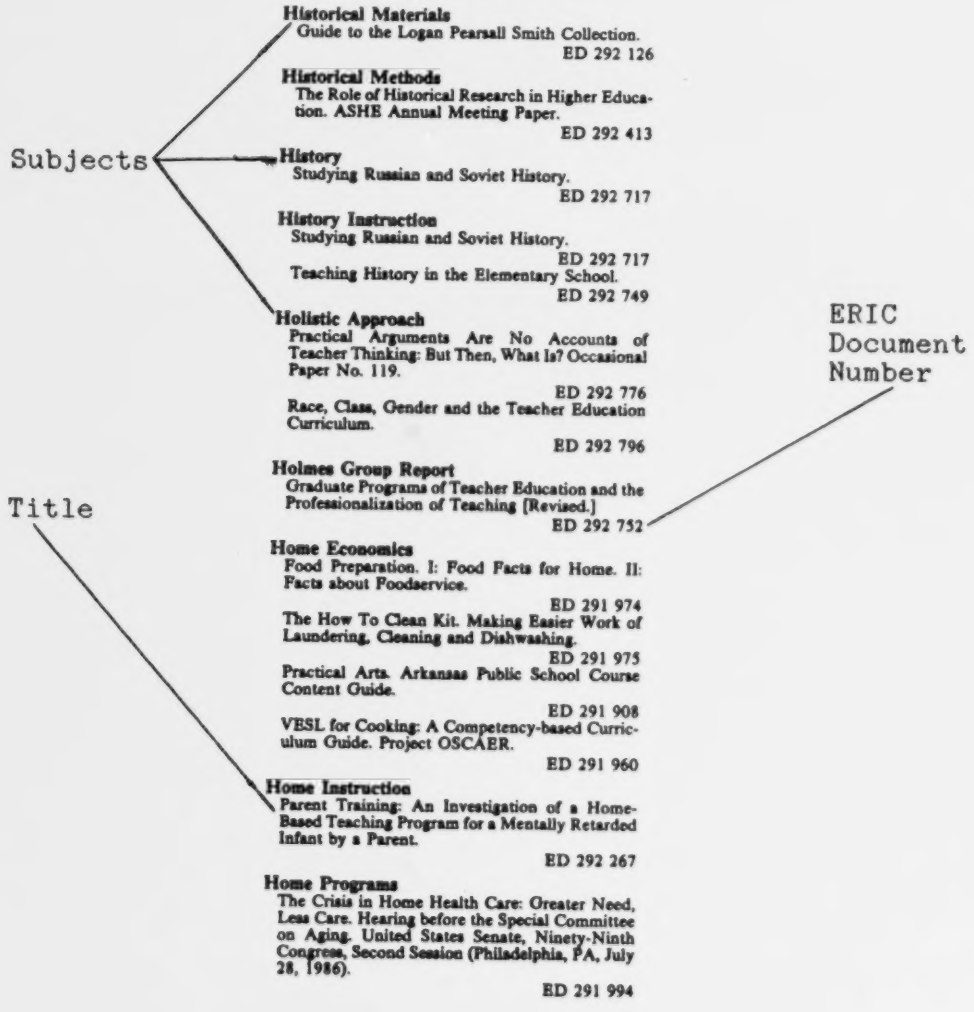
RIE is divided into two parts. The first part is the document resume section. This allows one to read an abstract of a particular ERIC document to decide if the contents warrant looking at the entire document. Bibliographic information is provided as well. The resumes are listed numerically by the ERIC Document (ED) number (see the sample resume below). The second part of RIE is the index portion. Again, there are several indexes from which to choose. There are subject, author, institution, publication type, and clearinghouse number/ED number cross reference indexes.

SAMPLE RESUME FROM RIE

ED 292 749 **SO 019 087**
Hoge, John D. Crump, Claudia
Teaching History in the Elementary School.
ERIC Clearinghouse for Social Studies/Social Science Education, Bloomington, IN.
Spons Agency—Department of Education, Washington, DC.
Report No.—ISBN-0-941339-05-X
Pub Date—88
Contract—400-86-0020
Note—142p.
Available from—Social Studies Development Center, Indiana University, 2805 East Tenth Street, Bloomington, IN 47405.
Pub Type— Information Analyses - ERIC Information Analysis Products (071) — Guides - Classroom - Teacher (052)
EDRS Price - MF01/PC06 Plus Postage.
Descriptors—Elementary Education, *Elementary School Curriculum, *History Instruction, Learning Activities, Lesson Plans, *Social Studies, Teaching Methods, United States History
This book explores the issue of what is feasible in teaching history to young children. It advocates more and better teaching of history in the belief that improving history instruction in the elementary school is a fundamental first step toward improving all elementary social studies. Chapter 1 explores the nature of history and reviews important research about the history learning ability of young children. Chapter 2 provides an overview of current practices in the teaching of history and concludes with a review of historical concepts found in current social studies textbooks. Chapters 3 through 8 are lesson plans for kindergarten through grade 6 based on creative ideas and resources for teaching history in the standard curriculum. Each of these chapters comprises: (1) goals for history; (2) ways to improve the existing curriculum with history; and (3) sample lessons with objectives, teaching procedures, and resources. The book concludes with a summarization, a look at the future of history instruction, and recommendations for further research. A bibliography and a selected list of ERIC resources for teaching history are provided. (SM)

Before using the RIE subject index, it is best to refer to the Thesaurus of ERIC Descriptors. It is here that one will find the correct terms to use in the subject index. As there are no "see" or "see also" references in the subject index itself, one can certainly save time by consulting the Thesaurus.

Once the appropriate subject terms are established, searching the subject index is the next step. Under each subject is a list of titles. An ED number follows each title. Having an ED number, the patron can either turn to the resume section of the index for the abstract or retrieve the microfiche. If the ED number has two slashes (//) following it, there will not be a microfiche for that title (see the sample from the subject index below).


Subjects
Title
ERIC Document Number
Historical Materials
Guide to the Logan Pearsall Smith Collection.
ED 292 126
Historical Methods
The Role of Historical Research in Higher Education. ASHE Annual Meeting Paper.
ED 292 413
History
Studying Russian and Soviet History.
ED 292 717
History Instruction
Studying Russian and Soviet History.
ED 292 717
Teaching History in the Elementary School.
ED 292 749
Holistic Approach
Practical Arguments Are No Accounts of Teacher Thinking: But Then, What Is? Occasional Paper No. 119.
ED 292 776
Race, Class, Gender and the Teacher Education Curriculum.
ED 292 796
Holmes Group Report
Graduate Programs of Teacher Education and the Professionalization of Teaching [Revised.]
ED 292 752
Home Economics
Food Preparation. I: Food Facts for Home. II: Facts about Foodservice.
ED 291 974
The How To Clean Kit. Making Easier Work of Laundering, Cleaning and Dishwashing.
ED 291 975
Practical Arts. Arkansas Public School Course Content Guide.
ED 291 908
VESL for Cooking: A Competency-based Curriculum Guide. Project OSCAER.
ED 291 960
Home Instruction
Parent Training: An Investigation of a Home-Based Teaching Program for a Mentally Retarded Infant by a Parent.
ED 292 267
Home Programs
The Crisis in Home Health Care: Greater Need, Less Care. Hearing before the Special Committee on Aging. United States Senate, Ninety-Ninth Congress, Second Session (Philadelphia, PA, July 28, 1986).
ED 291 994

SAMPLE RIE SUBJECT INDEX

CIRCULATION OF MATERIALS

General Policies

Documents are intended for circulation on the same basis as commercially published books and periodicals purchased by the Library. However, because documents are housed separately from the rest of the Library's collection, and are of a specialized nature, the Documents Section circulates their materials according to their own requirements.

With a few exceptions, government documents, bound and unbound, may be checked out. Materials that cannot be checked out are marked with a "Govt. Pub. Does Not Circ." sticker or with red tape on the spine of the book. Annual reports, periodicals, indexes, abstracts, documents on reserve, census materials, and microformats usually do not circulate. The loan period for government publications is two weeks. The books in the main collection of the Library circulate for two weeks as well. If, after two weeks, the patron still needs the material we will renew it, providing nobody else has placed a "hold" on the material. Faculty members may check materials out for the duration of the semester with the provision that if we have a request for the publications we may call and ask them to return the documents. Graduate students may check materials out for one month. Graduate assistants (noted by special I.D. cards) may request a semester loan. In certain instances, special permission may be granted for an extended loan period or for materials to circulate that do not ordinarily do so. Special permission may be granted only by a full time staff member (professional or clerical). Check with your supervisor before charging materials out for that length of time. The loan period for documents checked out for interlibrary loan is one month.

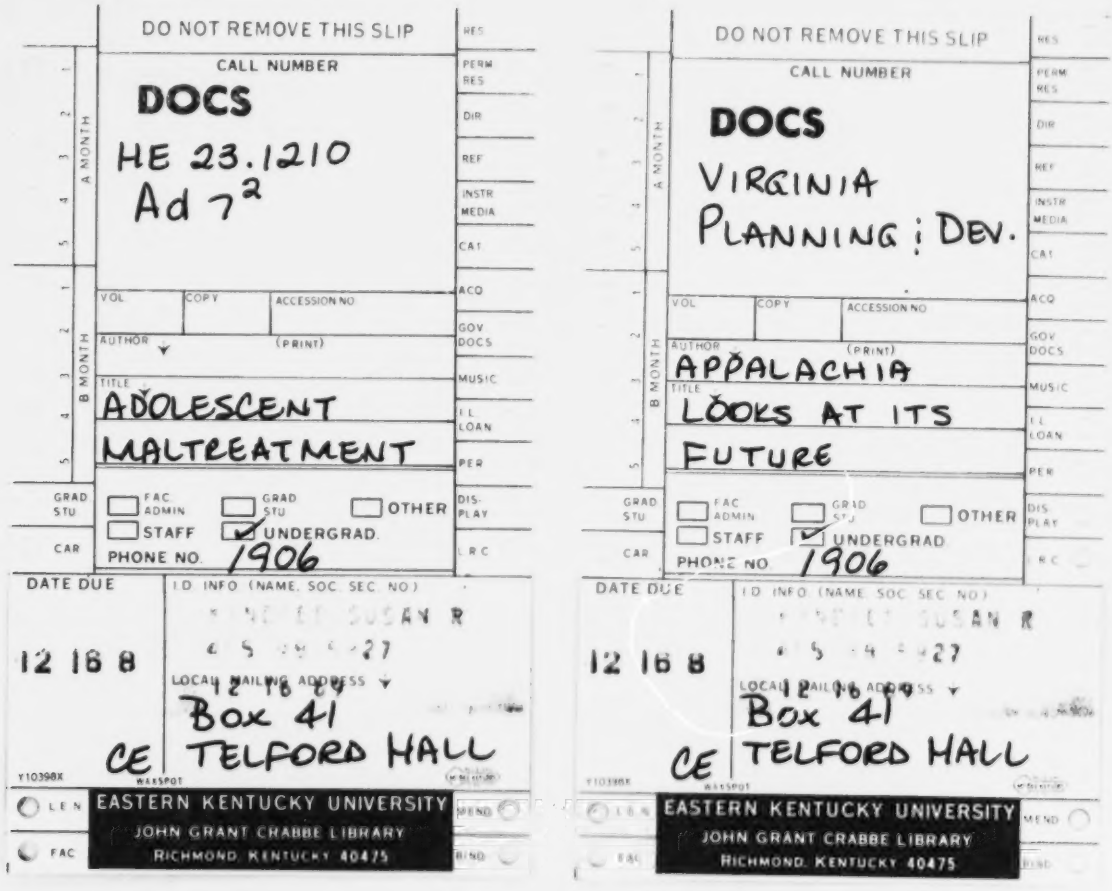
Any document may be put on reserve upon the request of a faculty member for any length of time. Documents on reserve are placed under the requestor's name and kept inside the office area. The patron must sign the blue reserve book card that is inside the document before he can use it. The patron's I.D. card is kept with the blue card. The patron is also responsible for the return of the document. He must return these documents to a staff member in order to get his I.D. card back!

Before any documents are checked out, proper identification must be presented. Acceptable identification includes faculty, staff, student, alumni, and non-university borrowers cards. Identification cards from the University of Kentucky, Berea College, the University of Louisville, and all other state universities are also valid, if the patron is currently enrolled. People who are not part of the university community, and therefore do not have the proper identification to check materials out, may apply for a non-university borrowers card (NUB card). Consult the full time

staff member on duty if this situation should arise.

How To Check Out A Document

Fill out the McBee circulation slip completely (see the following example). Use the Superintendent of Documents classification number or the state and subject category as the call number. Indicate the volume number and copy number in the proper places, if applicable. Write the title of the document in the title space. Get as much of the title on the card as possible. Use the author line if necessary. On the bottom half of the slip supply the patron's address, telephone number, and classification (undergraduate, faculty, etc.). Place the patron's identification card in the charge machine, along with the circulation slip to obtain the patron's name, the patron's social security number, and the date the documents are to be returned. Make sure the date is set properly on the charge machine. Write <u>your</u> initials below the due date.



If a patron has a temporary I.D., or one that cannot be run through the charge machine, have them sign their name and social security number, rather than you filling out the card. The McBee card can then be put into the charge machine to get the due date. The rest of the procedures for checking out materials are the same.

After the slip has been run through the charge machine, tear off the white copy of the circulation slip, fold it in half, and paper clip it to the document. File the rest of the circulation slip in the tray by classification number.

Remember to tell the patron when the documents are due back. Be sure to mark the number of documents checked out on the daily statistics sheet in the correct column!

Materials that cannot be checked out to leave the Library, but are taken elsewhere in the Library, must have a circulation slip filled out. Write "NOT TO LEAVE LIBRARY" in place of the due date.

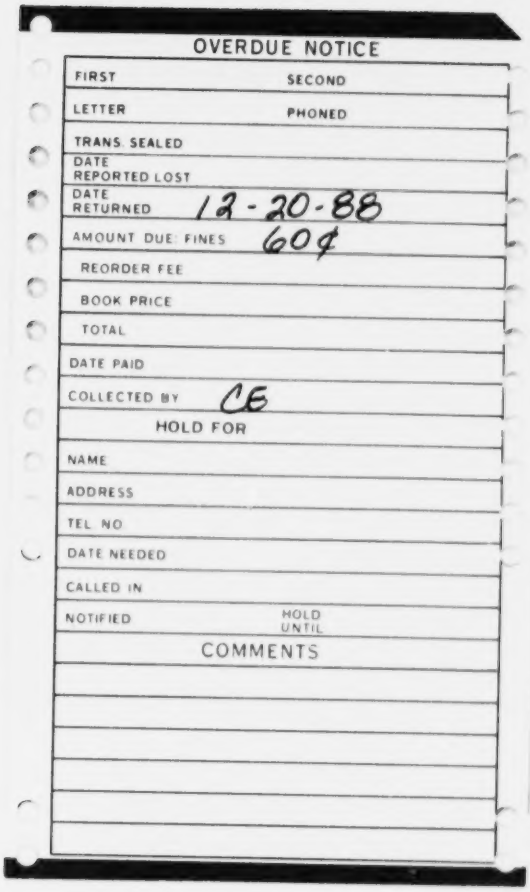
When Documents Are Returned

When documents are returned, check to make sure that they have been brought back on time. If they are not overdue, pull the circulation slips from the circulation file, remove the white slips from the documents, discard both the white slips and the pink slips. Place the materials on the pre-sort shelves in the office area.

Overdue Documents

Fines are charged on documents that are returned late. The fine is calculated at 5 cents per day, per document. Days that the Library is closed are not included when calculating the fine. The fine should be paid by the patron the day the materials are returned. If the fine is not paid, the amount is doubled. Be sure to tell the patron this! Faculty and staff members of the University are not charged fines for overdue materials.

When the returned documents are overdue, pull the circulation slips from the circulation file, as well as from the returned documents. Staple all the slips together. On the back side of the circulation slip record the date the materials were returned. Calculate the fine that is due and record the amount on the proper line of the slip. On the line that says "collected by," write your initials (see the following example). Give this to the secretary.



OVERDUE NOTICE

FIRST LETTER	SECOND PHONED
TRANS. SEALED	
DATE REPORTED LOST	
DATE RETURNED	12-20-88
AMOUNT DUE: FINES	60¢
REORDER FEE	
BOOK PRICE	
TOTAL	
DATE PAID	
COLLECTED BY	CE
HOLD FOR	
NAME	
ADDRESS	
TEL. NO.	
DATE NEEDED	
CALLED IN	
NOTIFIED	HOLD UNTIL
COMMENTS	

The fine in the example is 60 cents. Here is how it was calculated:

3	documents
× 5¢	per day
15¢	per day
× 4	days late
60¢	amount of fine

CALCULATING OVERDUE FINES

A billing card must be filled out in pen, for each patron with overdue materials. The person's name must be written in (last name first), the date the fine was calculated, your initials, the amount of the fine, and the DOCS and FINES lines must be checked (see the following example). The billing card is given to the patron. They are to take it to the main circulation desk to pay the fine. We do not handle money in our section. The Circulation Section has the only cash register in the building.

BILLING CARD

E.K.U. CRABBE LIBRARY DATE: 12-20-88

NAME: DOE (Last) JOHN (First) CE (Initial)

____CIRC.	✓FINES____
✓DOCS.	____PHOTOCOPY
____LAW LIB.	____LOST MATERIAL (COST + PROC. FEE)____
____L.R.C.	
____PERIOD.	____BINDING/STAMPS
____REF.	____DATA BASE
____RESERVE	____DOCS. BIBL.
____TOWN. RM.	____REFUND
AMOUNT: 60¢	PAID TO: ____

The renewal of overdue materials is not permitted until the fine is paid for and the receipt is shown. Make out new circulation slips for the material.

STATISTICS

The variety of public service functions that we perform make it necessary to keep certain statistics each day. Our statistics are broken down into seven areas: 1) attendance, 2) general questions, 3) search questions, 4) documents checked out, 5) microformats, 6) reshelving, and 7) telephone calls.

A "daily statistics sheet" is kept on the information desk at all times. It is the responsibility of every staff member, whether professional, clerical, or student assistant, to make sure that he records his statistics in the proper place.

Attendance

A count of the number of people in the Documents area is taken every hour on the half hour. Counted are the people in the microformats reading area, documents stacks, reading areas, and teaching area. Do not count library employees.

During the evening, counts are taken of people on the entire fourth floor. These counts are made at 8:00 p.m. and 9:30 p.m. On the weekends, floor counts are also taken. Saturdays they are taken at 11:00 a.m., 12:00 p.m., 3:00 p.m., and 4:00 p.m. On Sundays they are taken at 3:00 p.m., 4:00 p.m., 8:00 p.m., and 9:30 p.m. The times of the floor counts may change if the Library changes the hours of operation.

General Questions

General questions are those of a directional or informational nature, such as "Where's the bathroom?" or "Do you have a pencil sharpener?" or "How long are you open?" As long as you are not required to look in an index, the card catalog, etc., or go to the shelves, the question can be considered a general question. You record a "soldier" (/, five becomes 𝍸) on the statistics sheet for each general question asked.

Search Questions

Search questions are of a more specific nature. You will have to consult indexes or go to some area of the Documents Section to get the materials. You record one "soldier" for each search question.

Documents Checked Out

Whenever documents are checked out to actually leave the Library, you record one "soldier" for each piece circulated. Documents that are on reserve, documents for which a patron must sign a reserve card to use, are also counted as being checked out.

When recording these statistics on the daily statistics sheet, it is also necessary to know what the status of the borrower is, i.e., an undergraduate student, a graduate student, a faculty member, a staff member, a NUB (non-university borrower), or was the document checked out for interlibrary loan. These are recorded on the daily statistics sheet as well.

Reshelving

The reshelving count is the counting of all materials from the book trucks, the tables, and the pre-sort shelves in the office that <u>are</u> <u>not</u> already in classification order. These materials should be put in the proper order and then counted. This count is recorded at the bottom of the daily statistics sheet. Do not count the number of books that you actually shelve! Remember, any truck that is in order has already been counted.

Microformats

When microformats are arranged in order they are counted and the number is entered on the daily statistics sheet. Microfilm is counted by the reel; microcards and microfiche are counted by the number of sheets or cards used.

Telephone Calls

There is a separate statistics sheet by the telephone to record the number of telephone calls that are received. These statistics are divided into general and search questions. Again, general questions are of a directional or informational nature and search questions are those in which another source must be consulted in order to answer the question. A "soldier" is recorded in the proper column of the statistics sheet for each question asked.

GOVERNMENT DOCUMENTS

Daily Statistics

DATE _____

ATTENDANCE	GENERAL QUESTIONS	SEARCH QUESTIONS	DOCUMENTS CHECKED-OUT					
			U	G	F	S	NUB	ILL
8:30								
9:30								
10:30								
11:30								
12:30								
1:30								
2:30								
3:30								
4:30								
5:30								
6:30								
7:30								
8:00 floor count								
8:30								
floor count 9:30								
10:30								
Daily Totals								

General Questions-Directional Questions; Informational

Search Questions-Questions where you must look in some Index, etc. for materials or where you have to go the shelves for material.

Microformat count-Microfilm used will be counted by the reel. Micro card, microfiche and microprint will be counted by pieces use, not by title.

U-Undergraduate
G-Graduate
F-Faculty
S-Staff
NUB-Non-University Borrower
ILL-Inter-Library Loan

RESHELVING COUNT: _____

MICROFICHE REFILING: _____

GOVERNMENT DOCUMENTS

Daily Statistics

DATE_____

ATTENDANCE	GENERAL QUESTIONS	SEARCH QUESTIONS	DOCUMENTS CHECKED-OUT					
8:30			U	G	F	S	NUB	ILL
9:30								
10:30								
11:30								
12:30								
1:30								
2:30								
3:30								
4:30								
5:30								
6:30								
7:30								
8:00 floor count								
8:30								
floor count 9:30								
10:30								
Daily Totals								

General Questions-Directional Questions; Informational

Search Questions-Questions where you must look in some Index, etc. for materials or where you have to go the shelves for material.

Microformat count-Microfilm used will be counted by the reel. Micro card, microfiche and microprint will be counted by pieces use, not by title.

U-Undergraduate
G-Graduate
F-Faculty
S-Staff
NUB-Non-University Borrower
ILL-Inter-Library Loan

RESHELVING COUNT:_____

MICROFICHE REFILING:_____

STUDENT POLICIES

Working Hours

Within reason, a student worker must schedule his working hours at the convenience of the Department. Factors such as classes and outside interests are taken into consideration. Each student must be here at his scheduled time. The schedule is posted and each person is responsible for covering the hours he is supposed to work. Unjustifiable absences will not be tolerated. Three of them will result in permanent dismissal.

A student may schedule to work an entire day. However, it is required by Kentucky law and it is a University policy to have at least one half-hour lunch or supper break. At the minimum, a student must arrange to work at least two consecutive hours.

If you become sick and are scheduled to work later, please phone the office at the earliest possible moment and report to your supervisor. If she is not there, report to the section chief or the person in charge. If an emergency develops (this is impossible to define, and it will depend upon the individual), again, call your immediate supervisor so that adjustments can be made. Failure to call may result in a shortage of staff, causing a crucial problem. Failure to call will also result in losing pay for those hours missed.

If a student worker is on duty alone, and becomes sick or needs to leave the area, he should call the Circulation Section and ask if they will cover for him. This is sometimes inconvenient or not possible for them either. If your absence is to be brief (under 15 minutes), write a sign noting the time you expect to return. Tape the sign to the door close it. Absences longer than 15 minutes need the approval of your supervisor or the section chief.

Supervisor of Student Assistants

Generally a student worker is responsible to the ranking clerical employee, who is in charge of the student workers. She is responsible for delegating duties and assigning specific tasks to each student worker. If the student supervisor is not available, tasks and duties may be assigned by the section chief or any other staff member. In the case of evening or weekend hours, the student is responsible to the staff member(s) scheduled to work at that time.

Questions and complaints are also to be discussed with your supervisor. If you feel you cannot talk with her, see the section chief. Criticism of the Section, staff, and events occurring during working hours are best kept within the Section and not broadcast.

Time To Be Made Up

A student worker may be given permission to make up time that was lost due to factors such as official holidays, vacations of the University, and excused absences from work. Permission is granted by the supervisor in charge of student assistants or the section chief. Time must be made up at the Section's convenience. Excessive make-up time can be avoided by exchanging hours with a fellow student assistant. Approval should be obtained from you supervisor before such changes are made permanent. All changes must fall within the same two-week pay period.

Breaks, Supper Hours

A student worker is entitled to a 15 minute break after the completion of two hours of work. If a student is scheduled to work an entire day he must, by law and University policy, take an hour or half-hour dinner break. Furthermore, he cannot combine his 15 minute breaks to make a lunch or supper break.

Time Sheets

Each student assistant is responsible for filling out his own time sheet. You must also get a staff member on duty to initial the time sheet. It is best to record your hours each time you report to work. Failure to do so may result in your not being paid for hours earned. Time cards are turned in to the Library Personnel Director every two weeks (every other Monday).

Pay

Student assistants are paid every two weeks (every other Friday). Checks may be picked up in the Library Personnel Director's office any time after 10:00 a.m. on that Friday.

Telephone

The telephone in the Department is a business phone and to be used only for that purpose. Only a professional or clerical staff member can give permission for patrons to use the phone, and then only for local calls to professors or staff members. If you are on duty alone, grant permission only to those patrons who need to contact faculty or staff members for course work purposes. Please do not tie up the line with personal calls. Under no circumstances may the telephone numbers of staff members be given to anyone outside the Department, no matter who the patron or caller may be!

Take the caller's name and phone number and relay them to the staff member concerned.

Dress

Student assistants are allowed to dress for work as they would for class. However, shirts or tops of some sort must be worn at all times. Shoes are also mandatory. Neatness and cleanliness are the main criteria.

Studying

Studying during working hours is not usually permitted. Occasionally permission to study may be granted to a student assistant who may find himself working alone and confined to the information desk for a long period of time. Studying will be allowed in this instance if there is not any desk work for him. This situation is rare.

Permission to study is sometimes granted to student assistants during certain times of the year, such as final exam week. If a student finds himself with a heavy exam schedule during a regular work week, he is advised to try to exchange work shifts.

If regular student responsibilities, such as shelving, microfiche filing, etc. are done and no other tasks have been assigned, the student should ask the staff member on duty if there is anything he can do. Only when there are no projects available are student workers allowed to study.

The reading of comic books, joke books, etc. is strictly prohibited. Reading should be course-related, preferably textbook-oriented.

RESPONSIBILITIES OF STUDENT ASSISTANTS

Student assistants can play a vital role in the day-to-day functioning of the Documents Section. By performing duties such as shelving materials, aiding in public service, taking care of transmittals, and doing other tasks, the student worker provides a necessary link between the patrons and their access to needed information.

Shelving/Filing Assignments

Each student assistant will be assigned certain areas in the collection for which they will be responsible. In their sections, students are to file microfiche and shelve materials (see previous sections for shelving instructions).

There are always exceptions to rules. Filing documents is no different. There are some documents that are shelved out of place for various reasons. Some indexes and heavily used publications are shelved outside the office area for convenience. Maps and posters are filed in the map case and oversize materials are all in one area following the state documents.

All documents that are not shelved in the normal place are well marked and color coded (see the color code chart below). There should also be plastic dummies on the shelves directing you to the proper location of the documents.

COLOR CODE CHART

Council of State Governments, Library of Congress Classified, Education Commission of the States, shelved outside the office.

Indexes, shelved outside the office area.

Oversize materials, shelved after the state documents.

Federal and State permanent reserve materials, shelved outside the office area.

Books on reserve by faculty request, kept inside the office.

Decennial census materials, shelved in the aisle after the Department of Agriculture.

Public Service

We are here to serve the public. If the full time staff member is busy with a patron and someone is in need of assistance, try to help them as best you can. If you are unable to help them, tell them a staff member will be with them in a minute. But, at least try to help. IN OUR SECTION THE PATRON COMES FIRST!

Straightening and Reading Shelves

As stated earlier, each student is responsible for certain sections of the collection. This includes not only shelving, but reading and straightening as well.

When you read the shelves you are checking to make sure that the materials are in their proper place on the shelves, according to the classification number.

The straightening of materials is just as the name implies. Fallen documents are put back in place, bookends are added when needed, materials are removed from overcrowded file boxes, publications left lying on the shelves are placed on the pre-sort shelves, documents are shifted when the need arises (ask a staff member how this is done), and the materials should be evenly aligned with the edge of the shelf. The microfiche cabinets should be kept neat as well.

All this is done in order to make access to the materials easier and faster.

Discard Earliers, Errata, Transmittals

Often times a publication is revised and a new edition is issued. When the decision has been made to keep the latest edition only, the earlier edition is to be discarded. Student assistants are responsible for checking their assigned areas and making sure that the earlier editions are removed from the shelves.

Sometimes errors are found in publications that we have already received. A list of errors, along with their corrections (errata), is sent to us to make corrections. Student assistants are responsible for making the corrections to the materials that fall within their shelving assignments.

Transmittals are changes, updates, or supplements to publications. It is the responsibility of student assistants to take care of any transmittals that may be sent for materials within their assigned ranges.

See the following instruction sheets as to how to handle discard earliers, errata, and transmittals.

DISCARD EARLIERS

Publications which are reissued in revised form and for which we have made the decision to keep only the latest edition will be placed on your shelf. All you are required to do is to:

1. Match the edition you have with the earlier and no longer needed edition in the stacks.

2. Pull off the old edition after you have made sure that both titles are the same or very similar.

3. Shelve the new edition where it belongs.

4. Bring the old editions into the work area and place on the top of the section of the federal shelf-list labeled, "DISCARD EARLIERS MARKED OFF CARDS."

ERRATA, CORRIGENDA, CORRECTIONS, ETC.

Errors in the original publication are oftern found after we have received the item. Sheets are sent later for a variety of reasons-to replace tables, pages, to make pen and ink changes, or to provide material excluded the first tiem. All that is necessary is to:

1. Locate main text and verify that both pieces are the same title.

2. Determine what is involved and which of the following need to be done

   (a). insert or replace
      1. if a table or chart-cut out and paste over erroneous text.

      2. if several pages and unable to insert-paste, trim and glue in at front-inside the front cover or behind the title page if there is one.

   (b). pen and ink changes-trim and glue as in step 2 above.

   (c). any other changes-follow instructions, if unsure ask your supervisor.

TRANSMITTALS

Transmittals are usually supplemental and/or updates to existing publications. Most will have an instruction sheet indicating what changes need to be made. Follow the directions given and check off each step as you complete it.

Do not make pen and ink changes. Simply glue the sheet(s) with these notes behind the title page or inside the front cover (see instructions for erratas).

If the indicated page(s) either are not included within the transmittal packet or the old page(s) which are to be tossed are not located, place a small "o" in front of the appropriate step.

File the first page with the classification number and any supplemental instruction sheets in front of the page of text. Unless you have transmittal no.1 there should already be other transmittals filed in the volume. The most recent transmittal number is always placed on top of the earlier ones.

File in sequence if at all possible and verify that the transmittal on your shelf is next in sequence. If there are missing numbers, notify your supervisor.

IF YOU DO NOT UNDERSTAND WHAT IS INVOLVED OR THERE ARE OTHER MATERIALS ON YOUR SHELVES NOT EXPLAINED ABOVE, PLEASE ASK!

Closing Procedures

There are specific tasks that are routinely done at the time of closing each day. Each student assistant that is scheduled to close should be aware of these procedures and participate. Approximately twenty minutes before closing or when the first bell rings, inform any patrons that we will be closing and:

1) Clear off the tables in both reading areas. Place materials on the pre-sort shelves. Clear the book truck next to the information desk, check these documents for circulation slips. Place these materials on the pre-sort shelves as well. Refile indexes and reference volumes immediately. Straighten the chairs and tables so they are neat for the next day.

2) Check that office equipment is turned off --- typewriters, copy machines, etc. This also includes appliances in the lounge such as the coffee pot and seasonal items such as the Christmas tree lights. On Saturdays, turn off the computer in the Law Library.

3) Add up the statistics sheet and turn it over. If it is filled on both sides, place it in the Daily Statistics Sheet folder on the secretary's desk. Write the month and the date at the top of the new sheet.

4) Change the calendar on the information desk to the next day. Change the date on the charge machine to 14 days in advance of tomorrow's date for undergraduate students, 28 days for graduate students. Turn off the charge machine.

5) Take all the materials off the study carrel by the photocopier. Place documents on the pre-sort shelves. Take all other classified books from the general collection over to the far side of the building and leave them on a book truck or table. Leave periodicals (no classification numbers) on the study carrel.

6) Remove the paper tray from the photocopier and turn off the copier by using the switch above the tray. Place the paper tray inside the office.

7) If nobody is in the area when the second bell rings, you may lock up and leave. If patrons are still sitting, remind them that the maintenance staff will be turning off the lights in 10 minutes. YOU CANNOT ASK THEM TO LEAVE UNTIL 10:30 p.m. OR 5:00 p.m. ON

SATURDAY!

8) Slide the window shut and lock it.

9) Lock the office doors by pushing in the inside knob and closing the door. Double check it by trying to open the doors from the outside.

10) On Saturdays and Sundays only, turn off the lights on the entire fourth floor.

11) Sign out at the door-checker desk at the front exit of the Library.

Other Duties

The shelving of materials has first priority over other tasks. When this is finished, other duties may be assigned by a staff member.

If a student has a particular skill, e.g., accurate typing, legible printing, he may be assigned a specific job that will be his as long as he works in the Documents Section. But, this is to be done only after the shelving has been completed and the stacks are straightened.

APPENDIX A:

GLOSSARY

Addendum - an additional part or supplement to a document.

CD-ROM - compact disc read only memory; this documents section has the Resources in Education and the Current Index to Journals in Education on CD-ROM.

Change - same as a transmittal.

Cutter Number - the part of the call number that identifies a particular title; it is based on the key word in the title of the document.

Discard Earlier - when a new edition of a document has been printed and the decision has been made to keep the latest edition only, the previous edition is discarded or withdrawn from the collection.

Daily Depository Shipping List - list of documents in each depository shipment. It contains the SuDocs classification number and item selection number for each title in the shipment. It is used as the source for labeling federal documents and as an invoice for daily shipments.

Dummy - a plastic card that is placed at the call number location of a particular document; it refers a person to the new shelving location.

Duplicate - another copy of a specific title.

ED Number - the ERIC Document number or accession number given to a title in the Educational Resources Information Center (ERIC) microfiche collection. It is a six digit number preceded by ED. It is not to be confused with U.S. Department of Education publications whose call number also begins with ED.

Errata - a separately issued list of errors in a publication and a list of the corrections which have to be made to the publication.

Federal Depository Program - a means by which government publications are made accessible to the public; certain libraries throughout the country are designated as depository libraries and they receive certain government documents as they are printed.

Fiche - same as microfiche.

General Question - a question of an informational nature.

"Hold" - a person in need of a document that is checked out can ask that a "hold" be placed on the document. **HOLD** will be written at the top of the check-out slip. The patron's name, address, and phone number are written on the back of the check-out slip. When the document is returned, the patron is notified that it is available. If a document has a "hold" placed on it, it cannot be renewed!

Library of Congress Subject Headings - the subject authority used in the Documents Section's subject catalog and the subject index for the Monthly Catalog. Authorized subjects are listed in the Library of Congress Subject Headings (the big red books).

Microfiche - a plastic sheet, usually 4 x 6, that contains microimages of pages of printed matter.

Reshelving Count - the total number of documents that have been used and put in classification order in preparation for shelving the materials.

Revision - an updated or changed version of a particular title.

Search Question - a question of a specific nature that requires the use of indexes or requires going to some area of the collection in order to provide the patron with an answer.

Shelflist - a file that represents the holdings of the Documents Section. The file is arranged in SuDocs classification order, or by the issuing government agency.

Shifting - the act of moving/rearranging materials on the shelves to create space.

Shipping List - see Daily Depository Shipping List.

"Soldier" - a mark (, five becomes) on the statistics sheet indicating the number of general and search questions asked, or the number of telephone calls received.

Transmittal - loose-leaf updates to a document

University Community - students, faculty, staff, and alumni of Eastern Kentucky University.

"Up Number" - shown as an exponent in the SuDocs classification scheme. It is given to a new title or

series that is closely related to one that is already in existence.

APPENDIX B:

List of Abbreviations

add.	addendum
app.	appendix
ASI	American Statistics Index
B.	Bulletin
bk.	book
bull.	bulletin
c.	copy
CCH	Congressional Clearing House
CFR	Code of Federal Regulations
ch.	change
CIJE	Current Index to Journals in Education
circ.	circulate or circulation
CIS	Congressional Information Service
CPI	Consumer Price Index
CQ	Congressional Quarterly
DOCS.	Documents
dup.	duplicate
ED	ERIC document
ERIC	Educational Resources Information Center
fiche	microfiche
FR	Federal Register
FY	fiscal year
govt.	government
GPO	Government Printing Office
H.doc.	House Document

H.J.Res.	House Joint Resolution
H.R.	House of Representatives Bill
HRAF	Human Relations Area File
H.Res.	House Resolution
H.rp.	House Report
ILL	Interlibrary Loan
KAR	Kentucky Administrative Regulations
KRS	Kentucky Revised Statutes
KULS	Kentucky Union List of Serials
L.	Leaflet
LC	Library of Congress
LCSH	Library of Congress Subject Headings
MC	Monthly Catalog
MF	microfiche
Misc. Pub.	Miscellaneous Publication
MoCat	Monthly Catalog
no.	number
NTIS	National Technical Information Service
NUB	Non-University Borrower
PL	Public Law
PRF	Publications Reference File
OAS	Organization of American States
pt.	part
pub.	publication
Rep. of Inv.	Report of Investigation
rev.	revision or revised
RIE	Resources in Education

S.	Senate Bill
S.Con.Res.	Senate Concurrent Resolution
S.doc.	Senate Document
S.hrg.	Senate hearing
SIC	standard industrial classification
S.J.Res.	Senate Joint Resolution
S. prt.	Senate print
S.Res.	Senate Resolution
Stat.	U.S. Statutes at Large
SuDocs	Superintendent of Documents
summ.	summary
supp.	supplement
Tech. Bull.	Technical Bulletin
Tech. Rep.	Technical Report
trans.	transmittal
UN	United Nations
USC	United States Code
v.	volume
VF	vertical file
vol.	volume
WMCP	Ways and Means Committee Print
yr.	year
yrbk.	yearbook

APPENDIX C:

Letter Designations for Federal Agencies and Commissions

A	Agriculture Department
AA	Action
AR	National Archives and Records Administration
C	Commerce Department
CAB	Civil Aeronautics Board
CC	Federal Communications Commission
CR	Civil Rights Commission
CS	Civil Service Commission
CSA	Community Services Administration
D	Defense Department
E	Energy Department
ED	Education Department
EP	Environmental Protection Agency
FEM	Federal Emergency Management Agency
FHL	Federal Home Loan Bank Board
FT	Federal Trade Commission
GA	General Accounting Office
GP	Government Printing Office
GS	General Services Administration
HE	Health and Human Services Department
HH	Housing and Urban Development Department
I	Interior Department
IA	U.S. Information Agency
IC	Interstate Commerce Commission
ITC	International Trade Commission

J	Justice Department
JU	Judiciary
L	Labor Department
LC	Library of Congress
LR	Labor Relations Board
MS	Merit Systems Protection Board
NAS	National Aeronautics & Space Administration
NCU	National Credit Union Administration
NF	National Foundation on the Arts & Humanities
NMB	National Mediation Board
NS	National Science Foundation
P	United States Postal Service
PE	Peace Corps
PM	Personnel Management Office
Pr	President of the United States
PrEx	Executive Office of the President
RR	Railroad Retirement Board
S	State Department
SBA	Small Business Administration
SE	Securities and Exchange Commission
SI	Smithsonian Institution
T	Treasury Department
TD	Transportation Department
VA	Veterans Administration
X	Congressional Record
Y 3.Ad 6:9	Administrative Conference of the U.S.
Y 3.Ad 9[8]	Advisory Commission on Intergovernmental Relations

Y 3.Ap4^{2}	Appalachian Regional Commission
Y 3.C 76^{3}	Consumer Product Safety Commission
Y 3.EL 2^{3}	Federal Election Commission
Y 3.F 21^{21}	Federal Labor Relations Council
Y 3.N 88	Nuclear Regulatory Commission
Y 3.Oc 1	Occupational Safety and Health Review Commission
Y 3.P 19^{2}	Panama Canal Commission
Y 3.Se 4	Selective Service System
Y 3.T 22^{2}	Technology Assessment Office
Y 3.T 25	Tennessee Valley Authority
Y 3.W 58	White House Conferences
Y 4.	Congress
Y 10.	Congressional Budget Office